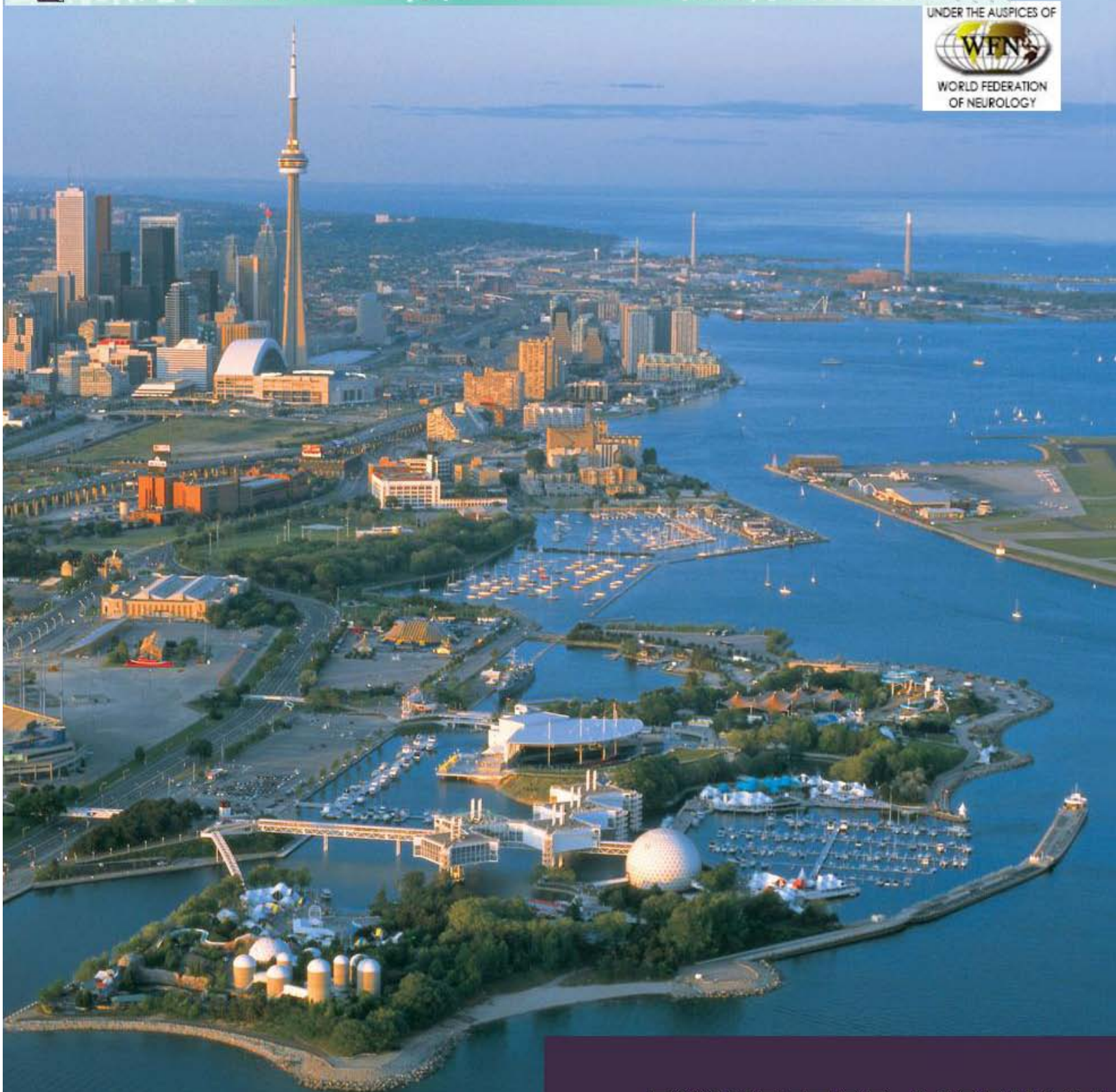




**ICNMD 2016**

# 14th International Congress on Neuromuscular Diseases

July 5–9, 2016 Toronto, Canada



## EXHIBITOR MANUAL



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## 1. Exhibition Resume

### A. Overview

Congress President Dr. Vera Bril has the greatest pleasure to invite you to attend the 14th International Congress on Neuromuscular Diseases (ICNMD 2016). ICNMD 2016 will be held in Toronto, Canada from July 5-9, 2016, following in the successful footsteps of the meetings in Vancouver, Istanbul, Naples and Nice. At the meeting in Nice in 2014, it was decided that the Congress would move to a two-year cycle instead of meeting every four years. At that meeting, Toronto won the bid to host the next International Congress in 2016.

Robust committees have been developed: International, program and local organizing, populated by outstanding neuromuscular physicians. The Congress will include plenary sessions, workshops, symposia, and poster presentations, as well as pre-Congress teaching courses. The exhibits will present the latest information and provide new insights into the current state of the field. Young scientists will also be encouraged to present their work. The members of the local organizing committee are very proud to be hosting the ICNMD2016 and look forward to welcoming you to our city and country.

### B. Date

Date: July 5 - 9, 2016  
Location: Toronto, Ontario, Canada  
Venue: Sheraton Centre Toronto Hotel, 123 Queen Street West  
Rooms: Grand Ballrooms, Osgood Ballrooms, Sheraton Hall  
Website: [www.icnmd2016.org](http://www.icnmd2016.org)

### C. Program

The program committee is planning a fabulous program ranging across the spectrum of neuromuscular disorders. There will be sessions on muscular dystrophies, other myopathies, myasthenia gravis, polyneuropathies, spinal cord disorders, and neurofibromatosis to name some of the major themes within the Congress. There will be updates on the understanding of the genetics, pathogenesis, evaluation and treatment of neuromuscular disorders. At the end of this Congress, we hope that attendees feel that they have garnered the most up-to-date information available in neuromuscular disorders.

### D. Host

ICNMD 2016 is organized under the auspices of the World Federation of Neurology (WFN). The WFN is an association of national neurological societies representing 117 professional societies in 116 countries in all regions of the world. The mission of the WFN is to foster quality neurology and brain health worldwide, a goal we seek to achieve by promoting global neurological education and training, with the emphasis placed firmly on under-resourced parts of the world.



## 2. Deadlines

Check	Mandatory Forms	Return to	Due Date
<input type="checkbox"/>	Certificate of Insurance <b>(Mandatory)</b>	ICS	May 2
<input type="checkbox"/>	Exhibit Staff Registration	ICS	May 2
<input type="checkbox"/>	Logo, Company Bio	ICS	May 2
<input type="checkbox"/>	Booth plan approval for exhibits larger than 300 square feet	ICS	May 2
<input type="checkbox"/>	Booth Entertainment Request	ICS	May 2
<input type="checkbox"/>	Giveaway Request	ICS	May 2
<input type="checkbox"/>	Housing	ICS	June 2

Check	Show Decorator	Return to	Due Date
<input type="checkbox"/>	Advance Warehouse open for shipments	Robinson	June 20 to June 29
<input type="checkbox"/>	Discount Rate Expiry Date (Order & Payment must be received in full)	Robinson	June 15
<input type="checkbox"/>	Request for set-up by non-official contractor	Robinson	June 22

Check	Venue Orders	Return to	Due Date
<input type="checkbox"/>	Electrical	PSAV	June 21
<input type="checkbox"/>	Telecommunication, Wi-Fi, Wired Internet	PSAV	June 21
<input type="checkbox"/>	AV Equipment	PSAV	June 21
<input type="checkbox"/>	In-Booth Catering	Sheraton	June 15
<input type="checkbox"/>	Exhibit Security	Sheraton	June 15

Check	Customs & Shipping	Return to	Due Date
<input type="checkbox"/>	Customs Brokerage & Freight Services	NALSI	Prior to shipping



### 3. Contact Information

#### **Sponsorship & Exhibit Sales Manager & On-site Exhibit Manager**

Cali Vindeirinho: +1 604 639 3919 (office) - +1 778 847 7461 (onsite)

[ICNMD2016-Sponsorship@icsevents.com](mailto:ICNMD2016-Sponsorship@icsevents.com)

#### **Congress Manager**

Matthew Bennett: +1 604 566 8312

[ICNMD2016@icsevents.com](mailto:ICNMD2016@icsevents.com)

#### **Registration & Housing Manager**

Jenna Abji: +1 604 681 2153

[ICNMD2016-Registration@icsevents.com](mailto:ICNMD2016-Registration@icsevents.com)

#### **General Services Contractor, including Lead Retrieval Services**

Robinson Show Services (Robinson)

Elaine Blosmanis-Robinson: T +1 905-417-7789 / C +1 416-891-7469

[elaine@robinsonshowservices.ca](mailto:elaine@robinsonshowservices.ca)

#### **In-Booth Catering, Security**

Sheraton Centre Toronto Hotel

Marushka Fonseca: +1 416 947 4936

[Marushka.Fonseca@sheraton.com](mailto:Marushka.Fonseca@sheraton.com)

#### **AV Equipment, Electrical, Telecommunications, Wi-Fi, Wired Internet**

Presentation Services (PSAV)

Shawn Garrett: +1 416-389-6280

[sgarrett@PSAV.COM](mailto:sgarrett@PSAV.COM)

Online portal: <https://psavcanada.boomerecommerce.com> (see instructions in the Exhibitor Order Form section)

#### **Customs Broker & Freight Services Supplier (outside of GTA)**

North American Logistics Services Inc. (NALS)

Chris Morrison: +1 905-951-5493

[cmorrison@nalsi.com](mailto:cmorrison@nalsi.com)

#### **CONGRESS WEBSITE**

[www.ICNMD2016.org](http://www.ICNMD2016.org)



## 4. General Information

### A. Exhibition Schedule

	Date	Time
Exhibitor Move-In*	Monday, July 4, 2016	12:00 - 20:00
	Tuesday, July 5, 2016	8:00 - 18:00
Welcome Reception**	Tuesday, July 5, 2016	18:30 - 21:00
Exhibition Show Hours**	Wednesday, July 6, 2016	10:00 - 16:00
	Thursday, July 7, 2016	10:00 - 16:00
	Friday, July 8, 2016	10:00 - 16:00
	Saturday, July 9, 2016	10:00 - 15:30
Exhibitor Move-Out***	Saturday, July 9, 2016	15:30 - 19:00 carry-out only
		19:00 - 24:00 regular move-out

\* Monday afternoon move-in will be available through Robinson Show Services for 20x20 booths, by appointment only. Aisles are to be kept clear at all times during move-in.

\*\* All exhibits are required to be staffed during the Welcome Reception and Exhibition Show Hours - no exceptions.

\*\*\* Please note that due to ongoing Closing Ceremony in the Grand Ballroom, only carry-out will be allowed on July 9, 2016 from 15:30 to 19:00, but no construction dismantle. Regular move-out will commence after Closing Ceremony at 19:00. Empty crates may only be returned to the Exhibit Hall at that time.

### B. Exhibit Staff Registration & Badges

Each exhibiting organization receives two (2) complimentary staff registrations for every exhibit space rental unit purchased in the event. Additional Exhibitor Staff Registrations are available for USD 300 per badge, up to a maximum of four (4) staff members per unit. Exhibit Staff Registrations grant access to the Exhibit Hall during Exhibition hours only and the following privileges:

- Congress Bag (including Onsite Program and Congress Handouts)
- Welcome Reception
- Networking Breaks

An email with the registration information will be sent to each exhibitor. Please refer to the email and the link to register. Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period.

Accommodation can be booked at time of registration. **WARNING:** *We are aware that illegitimate companies are targeting our exhibitors, calling to 'offer' to set you up with accommodation. These companies are often fraudulent. Please note that they are not affiliated with us and that the only way*



*to register & book accommodation will be only through the Congress website, with the dedicated link sent to you.*

### C. Standard Exhibit Space Package

Each exhibit space rental unit includes the following:

- Floor space as assigned, carpeted
- 1 vinyl cut, black lettering fascia sign with company's name
- 1 booth # sign
- Back drape: 8' high (2.50m) BLACK
- Side drape: 3' high (0.90m) BLACK
- 1 6' skirted table BLUE
- 2 chairs
- 1 wastebasket

Exhibit space rental does not include: additional furniture, electricity, internet connection, labor, shipping or any other services. These items should be ordered through the forms provided in this Exhibitor Manual.

**Note:** tabletops include only 1 table and 2 chairs, they don't include back & side drape walls.

### D. Shipping & Customs

NALSI is the official customs broker and freight services supplier for ICNMD 2016. To ensure all shipments arrive on time, the use of the official customs brokers is highly recommended. The ICNMD 2016 Secretariat cannot be responsible for any delayed or lost shipments.

Unless hand-carried, all booth material must be shipped by exhibitors directly to Robinson Show Services' Advanced Warehouse or through NALSI. Order Form can be found in the "Exhibitor Order Forms" Section.

### E. Housing

The Congress Secretariat (International Conference Services Ltd.) is the official housing bureau for ICNMD 2016 and will offer assistance with the coordination of housing requirements for the Congress. We have negotiated special room rates at the Sheraton Centre Toronto Hotel. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

Although the ICNMD 2016 Secretariat and the Housing Bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Congress and book through the official housing bureau. The success of the Congress and the supporting associations depends on you using the contracted hotels.

ICNMD 2016 and its supporting organizations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Congress in form of financial penalties (attrition charges) and place the





financial success of the Congress at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

If you have a group of 10 or more that you would like to book accommodation for, please contact us at [ICNMD2016-Registration@icsevents.com](mailto:ICNMD2016-Registration@icsevents.com).

**Deadline for Booking Accommodation with the Housing Bureau: June 2, 2016**

## F. Exclusive Services

The following services and products are required to be obtained through the Sheraton Centre Toronto Hotel or its official suppliers:

- Electrical services
- Event security when related to life safety and building protection
- Food and beverage products and services
- Housekeeping
- Move-in/out security
- Telecommunication, Wi-Fi and wired Internet

Order Forms can be found in the "Exhibitor Order Forms" Section.

## G. Move-In & Construction Limitations

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed during non Exhibitor Service Centre Hours, during which time no one will have access to the hall. The exhibitor has to complete exhibit construction within the given move-in timeframe, which is specified in the Exhibition Schedule above.

Any exhibitor, who has not commenced exhibit construction/decoration one hour prior to event opening, is subject to removal by the ICNMD 2016 Secretariat at its own discretion. Moreover, the exhibitor is then liable to ICNMD 2016 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an Exhibitor and/or their affiliates will require compensation for the cost of recovering any damaged facilities to the original state.

All exhibits must comply with all regulation established by the safety authorities. All materials used for decorating must be fire resistant. Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked-up, stored and returned to each exhibit space after the event. The ICNMD 2016 Secretariat, the Sheraton Centre Toronto Hotel and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations.



The Ontario Electrical Safety Code (Ontario Regulation 10/02) is the provincial regulation that defines the minimum requirements for electrical installations and electrical products in Ontario. The Electrical Safety Authority (ESA) is responsible for enforcement of the Ontario Electrical Safety Code.

Rule 2-022 of the Ontario Electrical Safety Code requires that any electrical equipment that is being displayed or used in any congress shall be approved; this includes lighting and any display equipment. Electrical equipment is considered approved if it bears the certification mark or Field Evaluation label of an organization that has been accredited by the Standards Council of Canada to approve electrical equipment. If these markings are missing, the equipment is considered to be unapproved. Bulletin 2-7-\*22 (\*indicates latest version) shows all approved certification marks or Field Evaluation markings accepted in Ontario. Since markings are updated regularly please make sure to visit [www.esa-safe.com](http://www.esa-safe.com) (electrical product safety section) for a current listing.

Electrical equipment shall be approved as an assembled unit. The exhibitor is expected to make every reasonable effort to have electrical equipment approved prior to the show. Please see application forms in the section "Exhibitor Order Forms". For more information call: 1 (877) ESA-SAFE (372-7233).

All exhibitors with an exhibit space in excess of 300 square feet (27 square meters) are required to get approval on their booth layouts/designs from the ICNMD 2016 Secretariat in writing. The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the ICNMD 2016 Secretariat. If exhibit plans are revised after approval has been send, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval.

**Deadline for submission of booth layout: May 2**

Maximum booth height restrictions are as follows:

Booths under 400 sq ft	8' 0"	2.5 m
Booths starting at 400 sq ft and bigger	11' 8"	3.5 m

The arrangement of displayed items or structures shall not disturb other booths or hinder passage of visitors. Displayed items should not create inconveniences to visitors and be kept at least 1'-0" (30cm) away from the exhibit space line. If exhibitors fail to conform to this rule, the ICNMD 2016 Secretariat may demand those items to be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

No one under the age of 16 years may be allowed in the exhibit area during move-in / out. During move-in/out, exhibit halls and loading dock areas are considered hazardous work areas. As such, there



shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

Any exhibit construction that requires the use of power tools must have the appropriate dust extraction equipment. All construction waste, including but not limited to, concrete, wood, grout, molding, flooring, etc., must be removed by the exhibitor. Failure to do so may result in additional costs billed to the exhibitor. Also, painting besides finishing is not allowed inside the hall (fire prevention safety rule). Due to electricity lines under the floor, exhibitors must be careful not to spill water or wash the floor with water.

## H. Security & Safety

The Exhibition Hall will NOT be locked during non-Exhibit Service Centre hours. Although 24-hour security is provided, including during set-up, show and dismantling, the ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the Exhibit Hall during non-show hours without consent of the Congress Secretariat. ICNMD 2016 and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, in order to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

A Security team is on site 24/7. For non-emergency situations, dial "4348" (Lost and Found) or "0" on any in-house phone. For emergency situations, dial "4977". All Security associates are trained in First-aid, CPR, and Automated External Defibrillator. In the event a participant of the meeting requires any medical assistance, please dial "4977" or 911. There are five Automated External Defibrillators on site. In case of a power outage, our building is equipped with an emergency generator for emergency lighting and power supply.

## I. Liability Insurance

ICNMD 2016 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance. Therefore the ICNMD 2016 Secretariat requires all its exhibitors to provide proof that liability insurance with a minimum of **CAN \$ 2,000,000** for each accident or occurrence limit of liability is in place for the duration of the event. Third party liability insurance certificate is mandatory and must be provided to the ICNMD 2016 Secretariat no later than May 2. In case the exhibitor receives the invoice after May 2, the exhibitor is required to provide the certificate of insurance as soon as possible; but prior to move-in. Full coverage has to be in effect for the event for which a contract exists.

Interest Insured - Commercial General Liability:

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile
- Including Host Liquor Liability, if planning on serving Liquor



- Including Cross Liability Clause

Additional insured to be named:

- International Conference Services Ltd.
- World Federation of Neurology
- Sheraton Centre Toronto Hotel

Insurance companies may submit their own form (must be in English) or use the official Certificate of Insurance of ICNMD 2016, available in the “Show Management Forms” Section.

## J. Announcements/Messages

Announcements will not be permitted during the show.

## K. Parking

The hotel has valet parking for \$50/24 hours with in and out privileges. Outside the hotel, the Green P Carpark 36 is located at 110 Queen Street West (Nathan Phillips Square Garage). It is a garage with 2,087 space capacity and height restriction of approximately 6' 4"/1.93 m. There are no bike racks. For more information, visit <http://parking.greenp.com>.

## L. In-Booth-Catering

The exclusive caterer for ICNMD 2016 is the Sheraton Centre Toronto Hotel. It retains the exclusive right to provide and control all food and beverage services for any event held at the Sheraton Centre Toronto Hotel, including catering and concession services, sale of alcoholic as well as non-alcoholic beverages, and to retain any revenues from these sales. It is not permissible for any food and beverage to be purchased or brought in from off-site and served in the facility, regardless of quantity. For more information on the In-Booth Catering Menus please contact Marushka Fonseca at the Sheraton Centre Toronto Hotel. Please note that prices offered by the hotel only apply for In-Booth Catering. Catering requirements for any other event taking place during the Congress have to be discussed with the Congress Secretariat.

## M. Cleaning

The ICNMD 2016 Secretariat is responsible only for emptying baskets along the pathways and keeping the shared space clean. Booths must be cleaned of combustible rubbish daily. Housekeeping services are provided exclusively by Robinson Show Services. An order form is available in the “Exhibitor Order Forms” section.

## N. Advertisements, Sales Activities and Presentations

The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to said-exhibit space confines. Exceptions may be given by the Secretariat prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the ICNMD 2016 Secretariat. The use of amplifiers, musical





performances and any other sound generating equipment - even for advertising purposes - requires an advanced written approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. A request form is available in the "Show Management Forms" Section.

Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths.

The exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

## O. Giveaways

Giveaways should be educational in nature and must be pre-approved. As per the University of Toronto's accreditation rules, exhibitors and sponsors cannot distribute gift items. This includes small items bearing the company's name and/or logo.

Distribution of pre-approved educational material is limited to contracted exhibit space only. It is recommended to await approval from the Congress Secretariat prior to production and shipment of any Congress-related giveaways. Permission to hand out giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the event. Please refer to the Giveaway Request Form, available in the "Show Management Forms" Section.

## P. Non-Smoking

The Sheraton Centre Toronto Hotel is a non-smoking facility. Electronic cigarettes and vaporizers are subject to the same regulation by the Sheraton Centre Toronto Hotel.

## Q. Move-out & Removal

Dismantling of exhibit construction and décor may only commence on Saturday, July 9, 2016 at 15:30 (carry-out only) with regular move-out starting at 19:00. The ICNMD 2016 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space has to be left in its original condition not later than outlined in the Exhibition Schedule.

The Sheraton Centre Toronto Hotel endeavours to operate in a manner that fully complies with the Ontario Occupational Health & Safety Act. The facility requests the full cooperation of exhibitors, their contractors, suppliers, staff and guests in ensuring a safe and healthy environment. Please note that in all cases without exception, children under the age of 16 are prohibited on the event floor during move-in and move-out. Scooters, in-line skates, bicycles, skateboards and similar items are not permitted for use inside the facility. Freight should be moved in and out through designated loading areas only - other facility entrances should not be used.

After the exhibition, when the subcontractors remove the furniture, exhibitors should pay attention not to leave behind any belonging in the drawers and the shelves. The ICNMD 2016 Secretariat does not take the responsibility for any damages and losses as a consequence. All of the participants must return the equipment and tools that may have been leased from the ICNMD 2016 Secretariat.



## 5. Floorplan

The Floor Plan is a “working draft” and changes may be made up until one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the Floor Plan. However, no warranties, either expressed or implied are made with respect to the Floor Plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities or other architectural components of the facility.

“Freight-Free” aisles may be shown on the Floor Plan and will be strictly enforced due to logistic and safety reasons.

For an up-to-date Exhibit Floor Plan, please visit the [Congress website](#).



## 6. Show Management Forms

### A. Certificate of Insurance - **Mandatory**

The ICNMD 2016 Secretariat requires all its Exhibitors to provide proof that liability insurance with a CAN \$ 2,000,000 for each accident or occurrence limit of liability is in place for the duration of this event. Please forward this form to your insurance broker and have them complete and return it prior to your event start date.

Complete and return to [ICNMD2016-Sponsorship@icsevents.com](mailto:ICNMD2016-Sponsorship@icsevents.com)  
no later than May 2

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This is to certify that Insurance as described below has been arranged on behalf of the Assured.  
This Insurance is in full force and effect as of the date of this certificate.

---

Assured/ Exhibitor:				
Event Name		14th International Congress on Neuromuscular Diseases (ICNMD 2016)		
Event Date		July 5 - 9, 2016		
Policy #	Effective Date	Expiration date	Insurance Company	Limit of Liability
Interest Insured: Commercial General Liability		Additional insured to be named:		
<ul style="list-style-type: none"> <li>• Inclusive Limit</li> <li>• Covering Third Party Bodily Injury and Property Damage</li> <li>• Including Non-Owned Automobile</li> <li>• Including Host Liquor Liability, if planning on serving Liquor</li> <li>• Including Cross Liability Clause</li> </ul>		<ul style="list-style-type: none"> <li>• International Conference Services Ltd.</li> <li>• World Federation of Neurology</li> <li>• Sheraton Centre Toronto Hotel</li> </ul>		

Coverage is in effect for the event for which a contract exists between the Insured and ICNMD 2016.

Dated	Brokerage Name	Signed by Authorized Representative of Insuring Company



## B. Booth Entertainment Request Form

Complete and return to [ICNMD2016-Sponsorship@icsevents.com](mailto:ICNMD2016-Sponsorship@icsevents.com)  
no later than May 2

Applicant Information	
Exhibitor:	
Name of Applicant:	
Telephone:	
Email:	

Games of chance and lottery devices	
<p>The use of games of chance and lottery devices are permitted only with written permission of the ICNMD 2016 Secretariat. Request must be accompanied by description of game of chance and/or lottery device, sample handouts and comply with local regulations in effect to date.</p>	
Applicant Signature	

Amplifiers, musical performances and any other sound generating equipment		
<p>The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires an advanced written approval by the ICNMD 2016 Secretariat. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event.</p> <p>Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths.</p>		
Request to operate the following within booth parameters:	<input type="checkbox"/> Amplifier <input type="checkbox"/> Multimedia Device with Speaker	<input type="checkbox"/> Musical Performances/Instrument <input type="checkbox"/> Other (Please specify)
Applicant Signature		
Approved by ICS	Date:	Signature





## C. Giveaway Request Form

Complete and return to [ICNMD2016-Sponsorship@icsevents.com](mailto:ICNMD2016-Sponsorship@icsevents.com)  
no later than May 2

Applicant Information	
Exhibitor:	
Name of Applicant:	
Telephone:	
Email:	

Giveaways should be educational in nature and must be pre-approved. As per the University of Toronto's accreditation rules, exhibitors and sponsors cannot distribute gift items. This includes small items bearing the company's name and/or logo. Distribution of any pre-approved educational material is limited to contracted exhibit space only. It is recommended to await approval from the Congress Secretariat prior to production and shipment of any congress related giveaways. Permission to hand out Giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the event.

Giveaway Items to be approved	
List of Items requested for approval:	

Show Management use only		
Approved by ICS	Approved Items:	
	Date:	Signature:



## 7. Exhibitor Order Forms

Please find the official Order Forms of the 14th International Congress on Neuromuscular Diseases (ICNMD 2016) on the following pages:

### A. General Services Contractor, including Lead Retrieval Services

Robinson Show Services (Robinson)

Elaine Blossmanis-Robinson: T +1 905-417-7789 / C +1 416-891-7469

[elaine@robinsonshowservices.ca](mailto:elaine@robinsonshowservices.ca)

### B. AV Equipment, Electrical, Telecommunications, Wi-Fi, Internet

Presentation Services (PSAV)

Shawn Garrett: +1 416-389-6280

[sgarrett@PSAV.COM](mailto:sgarrett@PSAV.COM)

Online portal: <https://psavcanada.boomerecommerce.com> (see instructions in the Exhibitor Order Form section)

### C. Customs Broker & Transportation Services Supplier (outside of GTA)

North American Logistics Services Inc. (NALS)

Chris Morrison: +1 905-951-5493

[cmorrison@nalsi.com](mailto:cmorrison@nalsi.com)

### D. Other Suppliers

In-Booth Catering, Security

Contact the Sheraton Centre Toronto Hotel

Marushka Fonseca: +1 416 947 4936

[Marushka.Fonseca@sheraton.com](mailto:Marushka.Fonseca@sheraton.com)

### E. CBSA Letter of Recognition

Border-to-Show privileges have been granted for ICNMD 2016. The CBSA (Canada Border Services Agency) has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

Please attach a copy of the letter (see end of this manual) to any boxes or packages being shipped to Canada for this event.



# **Robinson Show Services**

## **Exhibitor Manual:**



**14<sup>th</sup> International Congress on Neuromuscular Diseases**

**Sheraton Centre Toronto**

**123 Queen Street West**

**M5H 2M9**

**Sheraton Hall A-F, Vide**

**July 5<sup>th</sup> – 9<sup>th</sup> 2016**

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Dear ICNMD 2016 Exhibitor,

We are pleased to announce **Robinson Show Services Inc.** has been named the Official Show Services Contractor for the 14<sup>th</sup> International Congress on Neuromuscular Diseases. The Robinson Team is looking forward to help make your event a success.

We carry the following products and services to enhance your booth's visibility:

- Display Tables, Chairs & Stools
- Sofas & Coffee Tables
- Counters, Storage & Display Units
- Accessories & Office Furniture
- Carpet & Under-padding
- Booth Rentals
- Signs & Graphics

Please review the enclosed order forms for the services and equipment you may require. You may also view our products at [www.robinsonshowservices.ca](http://www.robinsonshowservices.ca).

We would be delighted to assist you with any questions or special requests you may have.

Sincerely,  
**Team Robinson**

**Robinson Show Services Inc.**  
7615 Kimbel Street Unit 1-2  
Mississauga, Ontario, Canada L5S 1A8  
Phone: 905-417-7789  
Fax: 905-417-2244

E-Mail: [exhibitorservices@robinsonshowservices.ca](mailto:exhibitorservices@robinsonshowservices.ca)

**DECORATOR FOR CONVENTIONS, EXPOSITIONS, CORPORATE & SPECIAL EVENTS**



## 14<sup>th</sup> International Congress on Neuromuscular Diseases

**Sheraton Centre Toronto**

**123 Queen Street West**

**M5H2M9**

**Sheraton Hall A-F, Vide**

**July 5<sup>th</sup> – 9<sup>th</sup> 2016**

### REGISTRATION SCHEDULE

Registration Set up	Monday, July 4 <sup>th</sup> 2016	7:00 – 12:00
Registration Open	Monday, July 4 <sup>th</sup> 2016	16:00 – 20:00
Registration Open	Tuesday, July 5 <sup>th</sup> 2016	7:00- 20:00
Registration Open	Wednesday, July 6 <sup>th</sup> 2016	7:00- 17:00
Registration Open	Thursday, July 7 <sup>th</sup> 2016	7:00- 17:00
Registration Open	Friday, July 8 <sup>th</sup> 2016	7:00- 20:00
Registration Open	Saturday, July 9 <sup>th</sup> 2016	7:00- 19:00
Registration Dismantle	Saturday, July 9 <sup>th</sup> 2016	19:00-23:59

### EXHIBITION SCHEDULE

RSS Move-in	Monday, July 4 <sup>th</sup> 2016	12:00-20:00
RSS Move-in	Tuesday, July 5 <sup>th</sup> 2015	7:00– 18:00
Exhibitor Move-in	Tuesday, July 5 <sup>th</sup> 2015	8:00- 18:00
Exhibition Open	Tuesday, July 5 <sup>th</sup> 2016	18:30- 21:00
Exhibition Open	Wednesday, July 6 <sup>th</sup> 2016	10:00 - 16:00

Exhibition Open	Thursday, July 7 <sup>th</sup> 2016	10:00 – 16:00
Exhibition Open	Friday, July 8 <sup>th</sup> 2016	10:00 – 16:00
Exhibition Open	Saturday, July 9 <sup>th</sup> 2016	10:00-15:30
Exhibitor Move-out (Carry out Only)	Saturday, July 9 <sup>th</sup> 2016	15:30 - 19:00
Exhibitor Move Out (Docks)	Saturday, July 9 <sup>th</sup> 2016	19:00 – 23:59
RSS Move –out	Saturday, July 9 <sup>th</sup> 2016	19:00 – 23:59

#### **MOVE-OUT INFORMATION**

- Aisle carpet (if any) must be removed prior to the return of empty crates.
- Robinson will begin returning empty crates immediately after show closing.
- Exhibitor materials must be cleared from the show floor by **19:00 PM**. To ensure all materials are removed from the facility in a timely fashion, please have carriers check in by **18:30 PM**.

#### **DISCOUNT PRICE DEADLINE DATE**

Take advantage of our discounted price (30%) by ordering before  
**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

#### **BOOTH EQUIPMENT**

Each exhibitor will receive:

- 1 – 10' x 10' BLACK drape booth with 8' back wall and  
3' BLACK side rail
- 1 – 6' table skirted in blue
- 2 – Chairs
- 1 – Wastebasket
- 1 – Cardstock ID Sign

#### **EXHIBIT HALL CARPET**

The exhibit area is carpeted with existing facility carpet. Rental carpet is available through Robinson Show Services to enhance your booth space.

#### **RULES AND REGULATIONS**

For any questions regarding your booth space, and/or your exhibit, please contact:

**Cali Vindeirinho, Tel: 604-681-2153. 138 or Email: [ICNMD2016-Sponsorship@icsevent.com](mailto:ICNMD2016-Sponsorship@icsevent.com)**

### Please note:

- It is forbidden to make alterations to any existing part of the venue, including but not limited to furnishings and equipment, without prior written authorization from the venue. This includes the drilling of holes, mechanical fastening (nails, staples, and push pins etc.); adhesive fastening (tape, glue, Velcro); or the fixing in any manner of decals, promotional literature or posters. Violating this restriction will result in a minimum fine of \$100.00 per occurrence. Labour/Repair charges may be applied for the removal of prohibited items from venue property.
- The use of masking, clear packaging and plastic-based tapes are prohibited. To affix booth floor covering to the exhibit floor, only cloth based tapes such as Polyken are acceptable. Labour/Repair charges will be applied to remove prohibited tape from the venue property.
- Display or exhibit materials **must not** be attached to the drapes, lighting, chandeliers, walls, or hung from the ceiling. The exhibitor, in erecting a display, must not affix materials onto any surface, using thumb tacks, nails, spikes, staples, nor may they use adhesives. Exhibitors will be directly responsible for damage to Robinson equipment or supplies, and/or damage to the facility.
- Sample food or beverage products must not be prepared, distributed or sold without the express written authorization from the venue. Most venues do not allow outside food and beverages in their banquet space. Please contact the venue directly for more information on their food and beverage policies. It should be further noted, venues charge a daily cleaning fee to exhibitors who are granted permission to serve food and beverages during an event.
- Passenger elevators and escalators **are not to be used** for transporting freight or equipment from floor to floor. This includes hand dollies, hand-carrying of boxes, easels, chairs, tables etc.
- Protective footwear, i.e. safety shoes must be worn during move-in and move-out. At specific times, the exhibit floor (or parts therein) may be deemed “Construction” areas by the Show Manager. If you have been given permission to be on the floor at these times, you will be required to wear an approved hard-hat within the designated “Construction” zone. Also, when working at heights greater than 3 meters (10 feet) fall protection must be worn.
- During move-in and move-out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work zones.
- Ontario Law prohibits smoking anywhere inside the facility, public areas, or within close proximity to entrance or exit doorways.

### LIABILITY

**“Hold Harmless”** – The Exhibitor(s) assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors’ displays, equipment and other property brought upon the premises of the Facility and shall indemnify and hold harmless the Facility agents, servants and employees from any and all such losses, damages and claims.



## **SAFETY**

- Displays, exhibits or shipments of an excessive weight must receive prior approval by the Facility, and must be placed on wooden platforms to distribute the weight evenly to avoid damage to the floor and/or carpeting.
- It is not recommended to use chairs, tables and other rental furniture to support standing weight. Please use proper ladders.
- Flammable, explosive or corrosive liquids or materials are prohibited in the exhibit area. It is an offence to ship hazardous materials. Each offence is subject to fines or penalties.
- All displays and exhibits must be assembled in a safe and secure fashion to prevent hazards or damage to any other exhibitor, participant and/or display.
- Exhibitors and their Exhibitor Appointed Contractors (EAC's) are not permitted to operate motorized lifts or motorized material handling equipment for the installation and dismantle of exhibits.
- Due to fire regulations, booths and tables are not permitted to block entrance or exit doors. The Fire Code requires a minimum of 3 meters, (10 feet), clearance from all entrances and exits.
- Please use caution while in the exhibit hall. This is an active work area during move-in and move-out with potential hazards such as machinery, equipment and obstacles.
- Stay clear of trucks, trailers and dock areas.
- It is recommended as a safety precaution, and for insurance purposes, no one under the age of 16 be permitted in the exhibit area during move-in and move-out. If children are present during these times, they must be supervised by an adult at all times.

## **FULL FREIGHT SERVICE**

Full Freight Service is available to all exhibitors within the GTA, such as: Metropolitan Toronto, Brampton, Mississauga, Richmond Hill & Markham. This service package includes:

- Pick-up & Return of your exhibit materials from your office
- Storage at Robinson Show Services Warehouse (pre & post show)
- Material handling
- Storage of empty crates during the show (if onsite storage is unavailable, additional charges will apply) □  
Post show service

Our Full Freight Service is available to all exhibitors within the GTA and surrounding area only.

To place your order please refer to the full freight order form in this manual.

## **LOCAL CARTAGE**

Robinson provides a local cartage service to the following GTA areas: Metropolitan Toronto, Brampton, Mississauga, Richmond Hill & Markham. (If you are interested in using our cartage service and you are located outside the areas we cover, please contact us to discuss your requirements).

Our pricing covers a 4' x 4' x 4' skid with a weight of 640 lbs. - maximum of 2 skids. Additional charges will apply for each additional skid or for skids which exceed our standard dimensions.

Price does not include, advance warehouse, material handling and post show.

To place your order please refer to the local cartage order form in this manual.

## **ADVANCE WAREHOUSE**

Robinson will accept and store your shipment at our warehouse for a maximum of two weeks in advance of the show. Please fill out the Advance Warehouse form included in your kit. Please call Elaine or Alexandra at Robinson **Show Services directly at 905-417-7789** ext. 201 or 226 if you require further information, quotations or assistance with transportation and storage options.

### **Advance Warehouse Information** (Shipping labels are also included in your kit)

Robinson Show Services

14<sup>th</sup> International Congress of Neuromuscular Diseases

(Exhibitor Name Here), (Booth #)

7615 Kimbel Street, Unit 1-2 Receiving, Mississauga, Ontario, L5S 1A8

Tel. # 905-417-7789 ext. 201 or 212

**To place your order please refer to the advance warehouse order form in this manual.**

**EXHIBITORS PLEASE NOTE** – It is the responsibility of Exhibitors to notify Robinson Show Services of any shipments requiring material handling or special handling, (including Forklift services-see below). If shipments are sent by carrier directly to show site, please schedule the delivery date and time with Robinson Show Services and have all tracking numbers available on-site during move-in.

When ordering Advance Warehouse, material handling is compulsory. If material handling is not included with the order, charges for this service will subsequently be added to the bill. In addition, it is highly recommended that Robinson Show Services provide post show service, to complement other freight services already in place. It should be noted that freight remaining on the show floor or left on the dock following the take-down of the event, will be collected and returned to Robinson's warehouse for storage. Additional post show and material handling charges may be applied, including a 30% late fee.

Advance Warehouse order forms must be submitted to Robinson Show Services for processing prior to the shipment being delivered to the warehouse. Robinson Show Services reserves the right to decline any carrier delivering freight to the warehouse on behalf of an exhibitor, if the relevant paperwork has not been provided beforehand by the exhibitor, and full payment received.

Exhibitors must pay full shipment and customs fees prior to shipping exhibit material to the Advance Warehouse or to the show site. Should exhibit material be shipped and **not** pre-paid, penalty charges of \$100 plus customs fees will automatically be charged to your credit card.

## **MATERIAL HANDLING**

Robinson Show Services offers exclusive material handling services for show materials. This includes off-loading from delivery trucks, transporting material to exhibitor booth locations, removal of empty crates to designated storage areas (maybe off site – note additional charges may apply for off-site storage), return of empty crates to booths at close of show and reloading on transport trucks.

To place an order, please refer to material handling order form included in this manual.

## **STORAGE DURING THE SHOW**

Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.

Material handling service includes the placing of empties in the designated storage area. Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.

If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite.

To place an order, please refer to the storage order form included in this manual.

**NOTE:** If onsite storage is unavailable, additional charges may apply for offsite storage – this applies to all exhibitors procuring material handling.

## **POST SHOW**

We recommend that you order RSS post show services as this guarantees your exhibit material is secure at the end of the show. All exhibitors using this service will have up to 5 business days to make arrangements for your freight to be collected from RSS warehouse. If your exhibitor material is not collected during the stipulated time frame, storage charges will apply.

Prior to leaving show site, it is the exhibitor's responsibility to affix labels, bill of lading and if applicable, a "customer commercial invoice" to your exhibit material. If the compulsory documents are not included and RSS office staff is required to contact the exhibitor to request the information, an admin fee of \$50.00 will apply.

To place an order, please refer to the post show order form included in this manual.

It should be noted; if your carrier does not collect your freight during the dismantle window, it is the responsibility of RSS to take and store your freight at our warehouse and charges will apply, (refer to additional terms and conditions for more information).

## **ADDITIONAL TERMS AND CONDITIONS**

- Payment in full must be submitted with your order form. Any orders received without payment will not be processed and will be returned to you via email.
- Orders received before the discount date will be given a 30% discount.
- Onsite orders will be charged a 30% late fee (this includes ordering of booth furnishings, material handling, onsite/offsite storage & post show services).
- Written cancellation submitted after processing of payment and more than 3 business days prior to the event will be subject to the lesser of a \$100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).
- All exhibit material and equipment must be removed by the exhibitor during the assigned dismantle period. Any material left on show site after this time will be removed by RSS and stored at our warehouse for a maximum of 5 business days at the exhibitor's expense. If the named contact, supplied by the show manager does not reply within 5 business days to our written correspondence informing re: your exhibit material, we will retain your freight for a further 6 weeks. This will be classed as long term storage and premium pricing will apply. After this date, RSS will dispose of your exhibit material. Please note, RSS shall not be liable for any loss or damage to your exhibit material left on show site post show.
- Freight will be rounded up to the nearest 100lbs (a minimum of 200lbs will be charged for all freight orders). Exhibitors will be charged for actual weight if different from weight recorded on the order form.
- All freight either being collected by RSS staff or delivered to our warehouse or show site without a weight ticket will be weighed. The dimensions generated on our scale will be used for billing. Invoices will be adjusted for off target shipments and a further payment will be deducted from your credit card.
- If you intend to use an exhibit appointed contractor, please complete and return the relevant forms 10 days prior to exhibitor move-in.

## **CONTACT**

### **Show Manager**

Company Name: International Conference Services  
Contact: Cali Vindeirinho  
Tel: 604-681-2153 ext. 138  
Email: [ICNMD2016-Sponsorship@icsevent.com](mailto:ICNMD2016-Sponsorship@icsevent.com)

### **Show Services**

Company Name: Robinson Show Services  
Contact: Elaine Blosmanis or Alexandra Buonaiuto  
Tel: 905 417 7789  
Email: [exhibitorservices@robinsonshowservices.ca](mailto:exhibitorservices@robinsonshowservices.ca)

### **Venue**

Company Name: Sheraton Centre Toronto  
Contact: Marushka Fonseca  
Tel: 416-947-4936  
Email: [Marushka.Fonseca@sheraton.com](mailto:Marushka.Fonseca@sheraton.com)



## PAYMENT POLICY

Your order will not be processed if this credit card authorization form is not fully completed or is not submitted with your order.

All payments must be made in full with the submission of your order forms. If the final price for the products or services you are ordering is different from the price on the order summary form, you will be notified in writing of any further deductions to be taken from your credit card prior to your card being charged. Payment will be deducted from your credit card once your order is processed and you will be issued with payment confirmation. Please note additional charges will automatically be deducted from your credit card for service such as freight, labour, damage and items or services ordered onsite by your representative - All applicable taxes will be added and charged to your credit card.

This form must be completed for all onsite orders or payment will have to be made in full.

**Method of Payment:** RSS will only accept the following forms of payment – Master Card, Visa, Amex and bank wire transfer. All exhibitors paying by bank wire transfer, please include an additional \$30 to cover the bank charges associated with this method of payment. For exhibitors paying in US currency via wire transfer, please ensure your payment is equivalent to Canadian dollars.

**Charges:** A 30% discount will automatically be given to all exhibitors placing their order before the order discount date documented in the exhibitor manual.

**Third Party Billing:** In order to authorize RSS to invoice a third party for payment of services rendered to exhibitors, this form must be fully completed and signed by both the exhibiting company and third party.

The exhibiting company understands and agree that your company is ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from RSS, to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the set up day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

**Cancellations and Amendments:** Written cancellation submitted after processing of payment and more than 3 business days prior to the set-up will be subject to the lessor of a \$100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).

All invoices will be sent via e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contacts email.

**By signing this form, I agree to accept RSS payment policy & RSS contract terms included in this manual.**

### Exhibiting Company

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Name – Please Print \_\_\_\_\_

### Third Party

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Name – Please Print \_\_\_\_\_

Robinson Show Services is committed to providing excellent customer service. To assist us with serving you more effectively, send your feedback to [exhibitorservices@robinsonshowservices.ca](mailto:exhibitorservices@robinsonshowservices.ca)





# Order Summary Form

## COMPANY INFORMATION

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact #: \_\_\_\_\_

Email: \_\_\_\_\_

If on site contact different from above:

Onsite Contact Name: \_\_\_\_\_

Onsite Contact Cell: \_\_\_\_\_

## SHOW INFORMATION

14<sup>th</sup> International Congress on

Neuromuscular Diseases

Show Dates: July 5<sup>th</sup> -9<sup>th</sup> 2016

Venue Name: Sheraton Centre Toronto

Move-in Time: 07:00 AM

Booth #: \_\_\_\_\_

**Please Note: The Exhibitor must complete all information in this template**

METHOD OF PAYMENT: Credit Card ☒

Wire Transfer ☐

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Card Verification Digits \_\_\_\_\_ Type of Card: MasterCard ☐ Visa ☐ Amex ☐

Card holder name \_\_\_\_\_

Card holder billing address \_\_\_\_\_

**DISCOUNT APPLICABLE BEFORE – WEDNESDAY JUNE 15<sup>TH</sup> 2016**

**PLEASE NOTE RSS ORDER DEADLINE DATES MAY DIFFER FROM OTHER SERVICE PROVIDERS FOR THIS EVENT. WE RECOMMEND THAT YOU CONFIRM DIRECTLY WITH EACH SUPPLIER THEIR DEADLINE DATE.**

<b>Order Summary Show Specials</b>	<b>Total</b>
Exhibitor Show Specials	\$
Furniture Table	\$
Furniture Chair & Stool	\$
Furniture Lounge	\$
Furniture Display Accessories & Custom Drape	\$
Exhibit Hard-Wall Packages	\$
Exhibit Accessories	\$
Exhibit Hard-Wall Accessories	\$
Graphics & Sign Order Form	\$
Audio Visual Order Form	\$
Carpet	\$
Full Freight Service	\$
Local Cartage	\$
Advance Warehouse	\$
Material Handling	\$
Storage	\$
Post Show Storage	\$
Labour	\$
In-Booth Forklift Order Form	\$
Miscellaneous charges	\$
30% Onsite Fee	\$
Wire Transfer Charge (\$30.00 CAD)	\$
Booth Cleaning Order Form	\$
Total Payment Amount	\$

Please indicate details of miscellaneous charges:

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**Note: Orders submitted without a completed credit card form and full payment will not be processed.**



# Exhibitor Show Special Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**  
**Take advantage of our discount price (30%) by ordering before the deadline date –**

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

## A – SHOW SPECIAL

Quantity	Show Special Description	Discount Price	Regular Price	Total
	<b>Booth Package:</b> 1 - 6' black skirted table, 2 - side chairs and 1 - wastebasket	\$91.00	\$130.00	

## B – SHOW SPECIAL

Quantity	Show Special Description	Discount Price	Regular Price	Total
	<b>Booth Package:</b> 1 - 42" Cruiser table – black top, 2 - black backless bar stools, 1 - wastebasket	\$113.75	\$162.50	

## SHOW SPECIALS





# Furniture Table Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM  
MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date –

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

SKIRTED TABLE – 30" HIGH					
Quantity	Product SKU	Skirted Tables Description – Black Top & Black Skirt	Discounted Price	Regular Price	Total
	DT4	Skirted 4' Table - Skirted on 4 Sides	\$68.25	\$97.50	
	DT6	Skirted 6' Table – Skirted on 3 Sides	\$68.25	\$97.50	
	DT8	Skirted 8' Table – Skirted on 3 Sides	\$81.90	\$117.00	
	S4	4th Side Skirt – Optional	\$13.65	\$19.50	
	WV	White Vinyl for Table Top	\$22.75	\$32.50	
	SC	Alternative table colour skirt (see below)	\$10.50	\$15.00	

SKIRT

**COLOUR OPTIONS:**

Black ☐ Blue ☐ White ☐ Red ☐ Burgundy ☐ Green ☐ Silver ☐

**NOTE: Black will be provided if no colour is chosen.**

SKIRTED TABLE – 42" HIGH					
Quantity	Product SKU	Skirted Raised Tables Description - Black Top & Black Skirt	Discounted Price	Regular Price	Total
	RDT4	Skirted 4' Table - Skirted on 4 Sides	\$72.80	\$104.00	
	RDT6	Skirted 6' Table – Skirted on 3 Sides	\$54.60	\$78.00	
	RDT8	Skirted 8' Table – Skirted on 3 Sides	\$91.00	\$130.00	
	RS4	4th Side Skirted – Optional	\$18.20	\$26.00	
	WV	White Vinyl for Table Top	\$22.75	\$32.50	
	SC	Alternative table colour skirt (see below)	\$10.50	\$15.00	

**SKIRT COLOUR OPTIONS:**

Black ☐ Blue ☐ White ☐ Red ☐ Burgundy ☐ Green ☐ Silver ☐

**NOTE: Black will be provided if no colour is chosen.**



## RSS GREEN INITIATIVE

As one of our green initiatives Robinson Show Services has discontinued the use of non-recyclable white vinyl for the provision of exhibitor tables. All table tops are black. We encourage the use of these tables, for long term environmental benefit. Any exhibitor ordering white vinyl table tops will be charged a disposable environmental disposal fee of \$25. \$10 from this fee will be donated to the World Wild Life Fund.

UNSKIRTED TABLE					
Quantity	Product SKU	Unskirted Tables Description	Discounted Price	Regular Price	Total
	UDT6/8	Unskirted Table -30" 6' <input type="checkbox"/> 8' <input type="checkbox"/>	\$31.50	\$45.00	
	UDTS6/8	Unskirted Table – 40" 6' <input type="checkbox"/> 8' <input type="checkbox"/>	\$59.15	\$84.50	
BISTRO TABLE					
Quantity	Product SKU	Bistro Tables Description	Discounted Price	Regular Price	Total
	CT-R30	Cruiser Bistro Table Raised Height Star Base – 30" Round, 42" High (Black Top)	\$68.25	\$97.50	
	CT-R42	Cocktail table Regular Height Star Base – 30" Round, 30" High (Black Top)	\$68.25	\$97.50	
	CT-SP	Black Full Spandex Cover for Star base cruiser bistro table	\$27.30	\$39.00	
	CT-GT	Glass Bistro Top Raised Cruiser Table – 30" Round, 42" High	\$86.45	\$123.50	
	CT – BB	Bugle base cruiser — 30" Round, 42" High	\$86.45	\$123.50	

### BISTRO TABLE TOP OPTIONS:

Black ☐ White ☐ Stainless ☐ Glass ☐ (Add \$25.00 for glass top)

### BISTRO TABLE TOP COLOUR OPTIONS:

Black ☐ White ☐ Silver ☐

COFFEE & END TABLE						
Quantity	Product SKU	Coffee & End Tables Description	Discounted Price	Regular Price	Total	
	CT-18	Coffee Table 18" High Wood White <input type="checkbox"/> Grey <input type="checkbox"/>	\$68.25	\$97.50		
	ET-22	End Table – 22" High Wood White <input type="checkbox"/> Grey <input type="checkbox"/>	\$22.75	\$32.50		

## TABLES

Skirted Table 30" Available in  
4', 6', 8' or Raiser 42" in 6' & 8'



UnSkirted Table 30", 40"  
Available in 6', 8'



## SKIRT COLOURS

Table Skirting Colours



## BISTRO TABLES

Cruiser Table Black Top  
Regular Height 30"  
Raised 42"



Cocktail Table  
Glass Top



Cruiser Table  
Full Spandex



Cruiser table with bugle base



## COFFEE & END TABLE

Coffee Table Wood  
Length 35 3/8", Height 18 1/8", Width 35 3/8"  
White, Grey



End Table Wood  
Length 21 5/8", Height 17 3/4", Width 21 5/8"  
White, Grey







# Furniture Chair & Stool Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE  
SUBMITTED WITH THIS ORDER**

Take advantage of our discounted price (30%) by ordering before the deadline date –

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

CHAIRS					
Quantity	Product SKU	Skirted Tables Description	Discounted Price	Regular Price	Total
	CF	Folding Chair	\$18.20	\$26.00	
	CU	Upholstered Side Chair Black <input type="checkbox"/> Grey <input type="checkbox"/>	\$40.60	\$58.00	
	CS	Steno Chair	\$63.70	\$91.00	
	CE	Ergonomic Steno Office Chair	\$81.90	\$117.00	

STOOLS					
Quantity	Product SKU	Skirted Raised Tables Description	Discounted Price	Regular Price	Total
	BSBB	Bar Stool – Backless (Black Frame & Seat)	\$36.40	\$52.00	
	BSBW	Bar Stool – Backless (Chrome Frame & White Seat)	\$36.40	\$52.00	
	BSLB	Bar Stool – Ladder Back (Black Frame & Seat)	\$50.05	\$71.50	
	BSLW	Bar Stool – Ladder Back (Chrome Frame & White Seat)	\$50.05	\$71.50	
	BSGB	Bar Stool – Gas Lift with (Back Chrome Frame & Black Seat)	\$68.25	\$97.50	
	BSGW	Bar Stool – (Back Chrome & White Seat)	\$68.25	\$97.50	
	BSWC	Bar Stool – White Coco	\$68.25	\$97.50	

## BACKLESS BAR STOOL OPTIONS:

FRAME: Black ☐ Chrome ☐  
 SEAT: Black ☐ White ☐ Red ☐

## CHAIRS

Folding Chair  
Black, Grey



Upholstered Side Chair  
Black, Grey



Steno  
Chair



Ergonomic Steno  
Office Chair



## STOOLS

Bar Stool – Backless  
Black, White



Bar Stool – Ladder Back  
Black, White



Bar Stool – Gas Lift  
Black & White



Bar Stool - Coco





# Furniture Lounge Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date –

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

LOUNGE – ARMLESS SERIES					
Quantity	Product SKU	ARMLESS SERIES DESCRIPTION	Discounted Price	Regular Price	Total
	AS	Armless Sofa – 3 Seat Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$163.80	\$234.00	
	ALS	Armless Love Seat -2 Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$136.50	\$195.00	
	ASS	Armless Single Seat Black <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/>	\$72.80	\$104.00	

LOUNGE – BARCELONA SERIES					
Quantity	Product SKU	BARCELONA SERIES - DESCRIPTION	Discounted Price	Regular Price	Total
	BSS	Barcelona Single Seat Black <input type="checkbox"/> White <input type="checkbox"/>	\$72.80	\$104.00	
	OR	Ottoman Round Black <input type="checkbox"/> Cream <input type="checkbox"/>	\$50.40	\$72.00	

## LOUNGE – STAGE SERIES

Quantity	Product SKU	STAGE SERIES - DESCRIPTION	Discounted Price	Regular Price	Total
	SSB	Black Chrome Leg	\$105.00	\$150.00	
	SSW	White Chrome Leg	\$105.00	\$150.00	

## LOUNGE ARMLESS SERIES

Armless Sofa – 3 Seat

Black, Red, White



Armless Love Seat - 2

Black, Red, White



Armless Single Seat

Black, Red, White



## LOUNGE BARCELONA SERIES

Barcelona Single Seat

Black, White



Ottoman Round

Black, Cream



## LOUNGE STAGE SERIES

Stage Series

Black, white





# Furniture Display Accessories & Custom Drape Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discounted price (30%) by ordering before the deadline date –

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

DISPLAY ACCESSORIES					
Quantity	Product SKU	Display Accessories Description	Discounted Price	Regular Price	Total
	SH2228	Sign Holder 22" x 28" – Lolly Pop	\$50.05	\$71.50	
	EA	Easel – holds 22" x 28" Sign	\$27.30	\$39.00	
	LS2	Literature Stand – Z Rack	\$54.60	\$78.00	
	GRS	Garment Rack on Wheels Single – 5ft	\$45.50	\$65.00	
	GRD	Garment Rack on Wheels Double – Rack 5ft	\$54.60	\$78.00	
	BH3	Bag Holder – 3 Prong 36" High	\$59.15	\$84.50	
	BHM	Bag Holder – Double Tier 4 Prong	\$86.45	\$123.50	
	WB	Waste Basket	\$10.92	\$15.60	
	PDB4x6	Poster Display Board 4x6 - Horizontal Vertical	\$72.80	\$104.00	
	PDB4x8	Poster Display Board 4x8 – Horizontal Vertical	\$81.90	\$117.00	
	SRE	2 Stanchions – Retractable +Tape	\$86.45	\$123.50	
	SRR6	2 Stanchions + Rope (Red 6')	\$86.45	\$123.50	
	SRB6	2 Stanchions + Rope (Black 6')	\$86.45	\$123.50	
	SRB6	2 Stanchions + Rope (Blue 6')	\$86.45	\$123.50	
	DDS	Draw Drum – Small	\$31.85	\$45.50	
	DDM	Draw Drum – Medium	\$50.05	\$71.50	
	DM	Mirror – Full Length	\$50.05	\$71.50	
	BF	Bar Fridge	\$77.35	\$110.50	

CUSTOM BOOTH DRAPE – Alternative Colours or Additional Drape					
Quantity	Product SKU	Custom Booth Drape Description	Discounted Price	Regular Price	Total
	SPD	Side Premier Drape – 3ft High Pre 10ft Run	\$36.40	\$52.00	
	BPD	Back Premier Drape – 8ft High Per 10ft Run	\$45.50	\$65.00	

## **DRAPE COLOUR OPTION**

Black ☐ White ☐ Red ☐ Blue ☐ Grey ☐

## **DISPLAY ACCESSORIES**

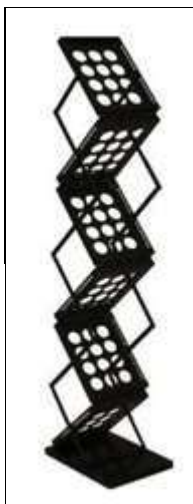
Sign Holder  
22"x28"



Easel



Literature Stand  
Z Rack



Garment Rack- 5ft  
Single



Garment Rack 5ft  
Double



Bag Holder  
3 Prongs 36" High

Bag Holder  
Double Tier  
4 Prongs



Wastebasket



Poster Board 4'x6'  
4'x 6' or 4' x 8'  
Horizontal & Vertical



Retractable Stanchion  
2 Stanchions & 1 Tape



Rope Stanchion – 6ft  
Black & Red



Draw Drum  
Small & Medium

Mirror – Full Length

Bar Fridge





## DRAPE COLOURS

8' Linen Drape

Available in the following colours:

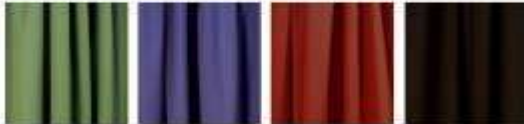


White

Silver

Red

Grey



Green

Blue

Burgundy

Black



# Graphics & Sign Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

**Take advantage of our discount price (30%) by ordering before the deadline date –**

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

Graphics must be provided in the following formats AI/EPS. Files should be formatted in high-resolution quality, 100-300dpi. All graphics must be submitted 10 business days prior to your event. Specify target colours such as PMS, C or U and send us 100% accurate proofs. (Colour variations may occur due to output devices). Graphics must be provided with exact specifications/requirements.

All sign prices are digitally produced with colour copy, mounted on white foam board. Standard signs include up to 10 words and a maximum of three colours.

SIGNS	CIRCLE VIEW	QTY	DISCOUNT	REGULAR	TOTAL
7"X11"	Vertical or Horizontal	_____X	\$38.22	\$54.60 =	\$ _____
7"X22"	Vertical or Horizontal	_____X	\$43.75	\$62.40 =	\$ _____
7"X44"	Vertical or Horizontal	_____X	\$45.50	\$65.00 =	\$ _____
11"X14"	Vertical or Horizontal	_____X	\$48.23	\$68.90 =	\$ _____
14"X22"	Vertical or Horizontal	_____X	\$52.78	\$75.40 =	\$ _____
22"X28"	Vertical or Horizontal	_____X	\$73.71	\$105.30 =	\$ _____
28"X44"	Vertical or Horizontal	_____X	\$104.65	\$149.50 =	\$ _____
36"X24"	Vertical or Horizontal	_____X	\$113.75	\$162.50 =	\$ _____

ADDITIONAL SIGNS	QTY	DISCOUNT	REGULAR	TOTAL
Table Top Banner	_____X	\$268.45	\$383.50 =	\$ _____
Roller Banner incl. Nylon Bag	_____X	\$450.45	\$643.50 =	\$ _____
36" x 84" Free Standing Sign 1/2" Gator board with Edge Plate	_____X	\$359.45	\$513.50 =	\$ _____
6' Table Throw 30"H x 72"W x 30"D	_____X	\$359.45	\$513.50 =	\$ _____
8ft Table Throw 30"H x 96"W x 30"D	_____X	\$432.25	\$617.50 =	\$ _____





# Carpet Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

**Take advantage of our discount price (30%) by ordering before the deadline date –**

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

➤ **Formula for Calculating Actual Booth Size Sq. ft. = Length x Width** ➤ **Custom colours & sizes available – call for a quote**

Size	Description	Discounted Price	Regular Price	Total
	<b>EXHIBIT HALL IS CARPETED</b>			
5' X 10'	Booth Carpet	\$84.00	\$120.00	
8' x 10'	Booth Carpet	\$84.00	\$120.00	
10' x 10'	Booth Carpet	\$140.00	\$200.00	
20' x 10'	Booth Carpet	\$210.00	\$300.00	
20' x 20'	Booth Carpet	\$291.20	\$416.00	
30' x 10'	Booth Carpet	\$392.00	\$560.00	
40' x 10'	Booth Carpet	\$490.00	\$700.00	
	Underpad – Booth size sq. ft. (100 sq. ft. minimum)	\$0.95	\$1.35	
	VisQueen Plastic Protector overlay on carpet (100 sq. ft. minimum) Exhibitor is responsible for removal of plastic cover prior to show opening	\$0.42	\$0.60	
	Custom Cut Carpet per. Sq. ft.	\$1.37	\$1.95	

**Please indicate choice:**

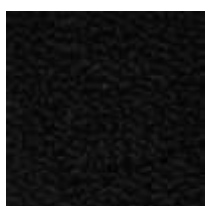
☐ Black    ☐ Blue    ☐ Red    ☐ Grey    ☐ White (50% surcharge applied to white)

**CANCELLATION POLICY:** Carpet cancelled will be charged 50% of the original price after move-in and 100% after installation.

**Note:** If carpet is damaged, dirty or has to be cut for electrical wiring, additional charges will apply.

**CARPET**

Black



Blue



Red



Grey



White





**SHIPPING LABEL FOR  
ADVANCE WAREHOUSE  
EXHIBITION FREIGHT**

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXHIBITING COMPANY

BOOTH NUMBER



**ICNMD 2016**

**14th International Congress  
on Neuromuscular Diseases**

C/O ROBINSON SHOW SERVICES LOGISTICS  
7615 KIMBEL STREET, UNIT 1-2  
MISSISSAUGA, ONTARIO L5S 1A8  
905-417-7789

CARRIER \_\_\_\_\_

NUMBER OF PIECES \_\_\_\_\_ OF \_\_\_\_\_

CANNOT BE DELIVERED AFTER JUNE 29<sup>TH</sup>, 2016

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.



**SHIPPING LABEL FOR  
ADVANCE WAREHOUSE  
EXHIBITION FREIGHT**

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXHIBITING COMPANY

BOOTH NUMBER



**ICNMD 2016**

**14th International Congress  
on Neuromuscular Diseases**

C/O ROBINSON SHOW SERVICES LOGISTICS  
7615 KIMBEL STREET, UNIT 1-2  
MISSISSAUGA, ONTARIO L5S 1A8  
905-417-7789

CARRIER \_\_\_\_\_

NUMBER OF PIECES \_\_\_\_\_ OF \_\_\_\_\_

CANNOT BE DELIVERED AFTER JUNE 29<sup>TH</sup>, 2016

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.





**SHIPPING LABEL FOR  
POST SHOW  
EXHIBITION FREIGHT**

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXHIBITING COMPANY

BOOTH NUMBER



**ICNMD 2016**

**14th International Congress  
on Neuromuscular Diseases**

C/O ROBINSON SHOW SERVICES LOGISTICS  
7615 KIMBEL STREET, UNIT 1-2  
MISSISSAUGA, ONTARIO L5S 1A8  
905-417-7789

CARRIER \_\_\_\_\_

NUMBER OF PIECES \_\_\_\_\_ OF \_\_\_\_\_

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.



**SHIPPING LABEL FOR  
POST SHOW  
EXHIBITION FREIGHT**

FROM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXHIBITING COMPANY

BOOTH NUMBER



**ICNMD 2016**

**14th International Congress  
on Neuromuscular Diseases**

C/O ROBINSON SHOW SERVICES LOGISTICS  
7615 KIMBEL STREET, UNIT 1-2  
MISSISSAUGA, ONTARIO L5S 1A8  
905-417-7789

CARRIER \_\_\_\_\_

NUMBER OF PIECES \_\_\_\_\_ OF \_\_\_\_\_

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.



# Advance Warehouse Receiving Information Sheet

**PLEASE NOTE – WITH ADVANCE WAREHOUSE, YOU MUST ALSO ORDER MATERIAL HANDLING. Please fill in the details on the Material Handling form included in this kit and forward with the Advance Warehouse information.**

## **BENEFITS**

- Show materials will be stored in our warehouse for up to 2 weeks prior to show
- Priority delivery of shipment to the show facility prior to exhibitor move-in

## **SERVICE INCLUDES**

- Shipment in our warehouse up to 14 days in advance of show
- Our warehouse hours are 9am to 4pm Monday to Friday (Except on Canadian Public Holidays)
- Inventory count and recording of any visual damage

**ESTIMATED CHARGES** Charges are based on weight of shipment and charged per hundred weight, (CWT), and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Warehouse Order Form.

- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual Bills of Lading with separate weight tickets. Entire shipment will be charged at the uncrated rate. Charges are an estimate only and will be adjusted according to weight tickets.
- A \$25 surcharge will apply to any shipments that we are required to weigh.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- All exhibit materials must be delivered to our warehouse no later than 48 hours prior to the show move-in (weekends are excluded – for all shows taking place either Monday or Tuesday and exhibit material must be delivered by 4pm the Thursday before).
- If exhibit material is delivered to our warehouse without a completed order form and full payment, RSS reserves the right to decline the shipment and your exhibit material will be retained by the delivering carrier. RSS will only accept your exhibit material under special circumstances and an administrative fee will apply.
- Collect (COD) shipments will not be accepted by our warehouse.
- All shipments must be properly labeled including: National Transition Symposium - Job Fair, Company Name, and Booth Number. Labels must be on each item shipped.

## **SHIPMENT WEIGHT**

All shipments not accompanied by a weight ticket will be weighed upon receipt. Weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by Robinson's using cubic weight (dimensional weight) or actual weight (pounds) for billing purposes.

## **INSURANCE**

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of Robinson.

## **LIABILITY**

Robinson will not be held responsible for concealed damage upon delivery to advance warehouse, or damage or loss of merchandise after delivery to booth, before or during installation time or at conclusion of show prior to delivery to common carrier. Robinson will not be responsible for damage while handling loose or inadequately packaged exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Robinson reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count and contents at the time of removal. Robinson will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage or any other cause unavoidable or beyond Robinson's control. Robinson's liability is limited to \$0.30 per pound, per article, to a maximum of \$30.00 per article and \$150.00 per shipment. Values exceeding this limitation should be insured by the shipper.



# Advance Warehouse Receiving Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_

Booth # \_\_\_\_\_

(PLEASE ENSURE THE MATERIAL HANDLING FORM IS FILLED OUT AND INCLUDED WITH THIS FORM)

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE  
SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date –

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

SHIPMENTS ARE ACCEPTED FROM: **MONDAY, JUNE 20<sup>TH</sup> 2016**

NO SHIPMENT WILL BE ACCEPTED IN OUR ADVANCE WAREHOUSE ON OR AFTER: **WEDNESDAY JUNE 29<sup>TH</sup>, 2016**

RATE CATEGORIES	Price Per CWT (200 lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
<b>DISCOUNTED RATES (per cwt)</b>	\$39	\$59	\$64	\$25
<b>REGULAR RATES (per cwt)</b>	\$50.70	\$76.70	\$83.20	\$32.50
<b>On-Site Orders</b>	A 25% surcharge will be applied to on-site orders			
<b>Off-Target Orders</b>	A 30% surcharge will be applied to off-target shipment			

## ADDITIONAL SURCHARGES

**LATE SHIPMENTS TO WAREHOUSE **WEDNESDAY JUNE 29<sup>TH</sup>, 2016**: Shipment Delivered after Deadline Date (in addition to above rates - \$50 fee will apply)**

Any warehouse Shipment received after – **WEDNESDAY JUNE 29<sup>TH</sup>, 2016** (that require a separate delivery to show site, will be charged \$150).

**Overtime Charges- inbound (in addition to above rates) – applied when delivered outside of warehouse hours (Monday to Friday between 9am – 4pm).**

## RATE CATEGORY

Crated or Skidded Shipment

## Discounted

\$75

## Regular

\$97.50

Special Handling Shipment	\$100	\$130.00
Uncrated or Pad Wrapped Shipment	\$100	\$130.00

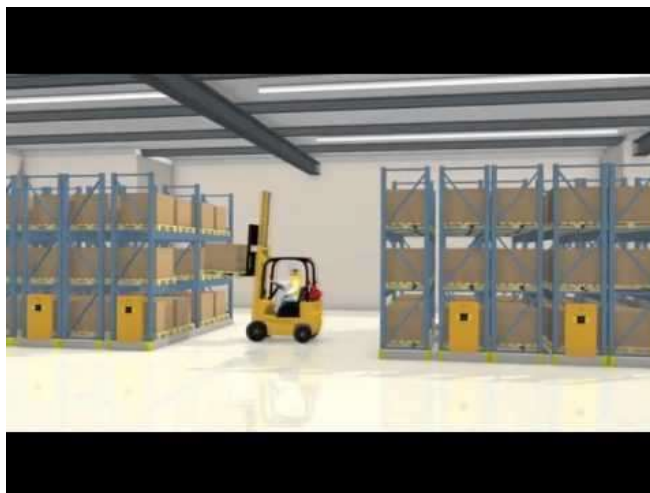
**CALCULATION** (when recording weight, round up to the nearest 100lbs or minimum 200 lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment _____	_____	_____/100	_____ x	\$_____ = \$
Uncrated Shipment _____	_____	_____/100	_____ x	\$_____ = \$
Special Handling	_____	_____/100	_____ x	\$_____ = \$_____
Small Package	_____	_____/100	_____ x	\$_____ = \$_____
Late Shipment/Overtime charges	_____	_____/100	_____ x	\$_____ = \$_____

**NOTE:**

- Final total \_\_\_\_\_ will be adjusted according to shipment weight.
  - Minimum charge applies to each shipment and is not cumulative on multiple shipments.
  - Charges above are estimates only and will be adjusted according to certified weight ticket.
  - A \$25 surcharge will apply if shipment has to be weighed.
- Shipments are accepted in the warehouse Mon \_\_\_\_\_ day to Friday between 9am & 4pm (except on Canadian public holidays)
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

**RSS Advance Warehouse Safe Storage**





# Material Handling Services Information Sheet

**Robinson Show Services has been appointed as the Official Material Handling Services Provider for this event.**

## **MATERIAL HANDLING SERVICE INCLUDES:**

- Move-in and move-out, whether fully or partially used
- Unloading of shipment at dock and deliver to booth
- Removing empty containers from booth to designated storage area (if available) ○ (If designated space is not available, exhibitors may purchase our storage option) ○ Please see the attached storage form
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

**Note: Transportation to and from show site is not included as part of this service.**

## **ESTIMATING MATERIAL HANDLING CHARGES:**

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred unit. A minimum of 200lbs per shipment charge applicable.
- Shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A \$50 Admin fee will apply if relevant paperwork is not affixed to shipment.
- If material handling is procured on show site prior to providing this service, a credit card form must be completed and signed.
- A \$25 surcharge will apply if shipment require weighing.

## **STORAGE DURING THE SHOW**

- Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.
- Material handling service includes the placing of empties in the designated storage area (this may be on or off site). Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.
- If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite, prior to exhibitor move-in.

# Material Handling Services

## Information Sheet 2

### WHAT KIND OF SHIPMENT DO YOU HAVE?

Shipment Type	Definition
Crated Skid	Materials that are skidded in a shipping container that can be unloaded at loading dock with no additional handling required.
Uncrated material shipped	Materials shipped loose or pad-wrapped shipments. Machinery without proper lifting bars or hooks.
Special Handling	Materials that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternative delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts. FEDEX, UPS and DHL are included in this category due to their process.  Special handling at the venue such as but not limited to (no loading docks, no elevators, hand carrying and use of stair case for move-in and move-out.
Small Packages	Shipment consisting of any number of pieces not exceeding a combined weight of 30lbs, and received collectively on the same day, from the same shipper and delivered by the same carrier.

Please refer to the Material Handling – Special Handling Information Form for more details.

### RSS Material Handling





# Material Handling

## Special Handling Information

### **WHAT IS SPECIAL HANDLING?**

Special handling applies to shipments that are loaded by cubic space and/or packaged to require additional labour or handling such as additional time, labour, or special equipment to unload, sort and delivery.

### **TYPES OF SPECIAL HANDLING**

#### **Ground Loading or Unloading**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level.

#### **Constricted Space Loading or Unloading**

Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

#### **Designated Piece Loading / Unloading**

Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

#### **Stacked Shipments**

Shipments loaded in that require multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and or pallets constitute special handling.

#### **Shipment Integrity**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labour is needed to sort through and separate the various shipments on a truck for delivery to our customers.

#### **Crated vs Uncrated Shipments**

Crated shipments are packed in any type of shipping container and can be unloaded at the dock with no additional handling required. This includes crates, fibre cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars or hooks.

#### **Mixed Shipments**

Mixed shipments are shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant full uncrated rate for the shipment, but does require special handling.



**Carpet only Shipments**

Shipments that consist of carpet and or carpet padding only require special handling because of additional labour and equipment to loaded or unload.

**No Documentation**

Shipments from a small package carrier (including, among others, Federal Express, UPS, Airborne Express and DHL) without an individual Bill of Lading, require additional time, labour and equipment to process.

**Alternate Delivery Location**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some of the shipments to different levels in the same building, or to other buildings in the same facility.





# Material Handling Services Order Form

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discount price (30%) by ordering before the deadline date –

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

TIME		Crated	Uncrated	Special Handling	Small Packages
REGULAR TIME: Discounted Price	Mon – Fri (8:00am – 4:00pm)	\$69.00	\$86.00	\$96.00	\$36.00
REGULAR TIME: Regular Price	Mon – Fri (8:00am – 4:00pm)	\$89.70	\$111.80	\$124.80	\$46.80
OVERTIME: Discounted Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	\$86.00	\$107.00	\$120.00	\$46.00
OVERTIME: Regular Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	\$111.80	\$139.10	\$156.00	\$59.80
On-site Orders		A 30% surcharge will be applied to on-site orders			
Off-Target Shipments		A 30% surcharge will be applied to off-target shipments.			
Note: If move-in and move-out time fall during overtime hours, overtime rate will be applied					

**CALCULATION** (when recording weight, round up to the nearest 100lbs or minimum 200lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment	_____ /100	_____ x	\$_____ =	\$_____
Uncrated Shipment	_____ /100	_____ x	\$_____ =	\$_____
Special Handling	_____ /100	_____ x	\$_____ =	\$_____
Small Package	_____ /100	_____ x	\$_____ =	\$_____

**NOTE:**

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to weight ticket.
- A \$25 surcharge will apply if shipment has to be weighted.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm.
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

**SPECIAL REQUIREMENTS / INSTRUCTIONS**



# Storage Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**A CREDIT**

**CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

**Take advantage of our discount price (30%) by ordering before the deadline date –**

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

**PRICE EXCLUDES:** advance warehouse, material handling, special handling & post show storage.

**ADDITIONAL CHARGES** – will apply under the following circumstances:

- If storage is procured on show site – prior to providing this service (a credit card form must be completed and signed).
- Crates will be returned to booth upon show closure.

Quantity	Description – Onsite Storage	Discount Price	Regular Rate	Total
	Maximum of 3 small crates less than 2 x 2 x 2	\$27.30	\$39.00	
	Maximum of 3 large crates – 4 x 4 x 4	\$71.89	\$102.70	
	Each additional small crates less than 2 x 2 x 2	\$9.10	\$13.00	
	Each additional large crate – 4 x 4 x 4	\$22.75	\$32.50	

Quantity	Description – Offsite Storage	Discount Price	Regular Rate	Total
	Offsite storage – maximum of 3 small to medium empty crates 2 x 2 x 2	\$75.60	\$108.00	
	Offsite storage – maximum of 3 large empty crates 4 x 4 x 4	\$109.20	\$156.00	
	Each additional offsite crate less than 2 x 2 x 2	\$13.65	\$19.50	
	Each additional offsite large crate 4 x 4 x 4	\$22.75	\$32.50	



# Post Show Storage Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

**Take advantage of our discount price (30%) by ordering before the deadline date –**

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

RATE CATEGORIES (Minimum 200lbs)	Price Per CWT (200lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
<b>DISCOUNTED RATES (per cwt)</b>	\$44.00	\$61.25	\$68.50	\$25.00
<b>REGULAR RATES (per cwt)</b>	\$63.00	\$79.00	\$89.00	\$32.50
<b>On-Site Orders</b>	A 30% surcharge will be applied to on-site orders			
<b>Off-Target Orders</b>	A 30% surcharge will be applied to off-target shipments			

## ADDITIONAL SURCHARGES

**PRICE/CWT 200lbs minimum**

**Overtime Charges - outbound (in addition to above rates)**

Add 25% (if shipment is picked up during overtime hours or if the warehouse needs to remain open in overtime for pick up.)

**CALCULATION** (when recording weight, round up to the nearest 100lbs - minimum 200lbs)

DESCRIPTION	WEIGHT (LBS)	CWT	RATE	ESTIMATED TOTAL
Crated/Skidded Shipment	_____/100	____ x	\$_____ =	\$_____
Uncrated Shipment	_____/100	____ x	\$_____ =	\$_____
Special Handling	_____/100	____ x	\$_____ =	\$_____
Small Package	_____/100	____ x	\$_____ =	\$_____
Overtime Surcharge	Estimated Total x \$25%			= \$_____

## SPECIAL REQUIREMENTS / INSTRUCTIONS

**POST SHOW** – Rate is \$49 per 100 lbs crate (minimum of 200lbs for all orders). This service includes your shipment being packed up from show site and delivered back to the Robinson Show Services warehouse and stored for up to five (5) business days. **(Price excludes advance warehouse, material handling, storage charges, post show & special handling).**

## STANDARD POLICY

- It is the exhibitor's responsibility to attach relevant paper work to freight such as the bill of lading & commercial invoice prior to leaving show site.
- It is the responsibility of the onsite representative to package all exhibit materials for collection by RSS staff.
- All shipments originating outside of Canada require the appropriate paperwork. Canada Customs and US Customs – Homeland Security (if applicable on return).

**ADDITIONAL CHARGES** – will apply under the following circumstances:

- Post Show is procured on show site. For this service, a credit card form must be pre-authorized and signed.
- Special handling at the venue. Examples include: no loading docks, no elevators, hand-carrying and the mandatory use of stairs.
- An administration fee of \$50 will apply if relevant paper work is not fixed to the exhibit material post show (such as bill of lading & commercial invoice).
- Exhibit materials not collected within 5 business days will be billed for storage fees. This amount will be deducted from the credit card used initially to place the order.

If the designated carrier does not pick up or arrive at the designated location on time, neither show manager nor contractor will be liable for any resulting delays.

## RSS Post Show Storage





# Labour Information Sheet

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

Take advantage of our discounted price (30%) by ordering before the deadline date –

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

DISPLAY LABOUR (One Hour Minimum per Worker)

**Rates before deadline date:**

RATE CATEGORY	DATE & TIME	LABOUR DISCOUNTED PRICE	SUPERVISOR DISCOUNTED PRICE	CARPENTER DISCOUNTED PRICE
<b>Standard Time</b>	Mon – Fri between 8:00am – 4:00pm	\$60.00	\$90.00	\$105.00
<b>Over-Time</b>	Mon – Fri between 4:00pm – 6:00pm Sat – Sun between 8:00am - 4:00pm	\$90.00	\$115.00	\$135.00
<b>Double Time</b>	All times not noted above as well as holidays	\$120.00	\$180.00	\$210.00

**Rates after deadline date:**

RATE CATEGORY	DATE & TIME	LABOUR REGULAR PRICE	SUPERVISOR REGULAR PRICE	CARPENTER REGULAR PRICE
<b>Standard Time</b>	Mon – Fri between 8:00am – 4:00pm	\$78.00	\$117.00	\$136.50
<b>Over Time</b>	Mon – Fri between 4:00pm – 6:00pm Sat – Sun between 8:00am - 4:00pm	\$117.00	\$149.00	\$175.50
<b>Double Time</b>	All times not noted above as well as holidays	\$156.00	\$234.00	\$273.00

- There is a one hour minimum, per labourer charge applicable.
- Labour rates are charged per labourer; per hour; in half hour increments.
- Supervisor must check in with the Robinson Show Site Manager to pick up labourer. Start time is guaranteed only at start of work.
- Labour must be cancelled in writing, two (2) business days in advance, to avoid a one hour, per worker cancellation fee.
- When scheduling dismantle labour, please allow for sufficient time to return empty containers to the booth.
- Robinson supervised jobs will be completed at the discretion of RSS administration, sometime before show opening.



# Booth Cleaning Order Form

14<sup>th</sup> International Congress on Neuromuscular Diseases

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER**

**Take advantage of our discounted price (30%) by ordering before the deadline date –**

**WEDNESDAY JUNE 15<sup>TH</sup> 2016**

- Booth cleaning will be completed daily after show close and prior to next day show opening.
- Rates include vacuuming of carpets, garbage removal and emptying of waste baskets.

Daily Cleaning Service	Number of Days	Discounted Price - Daily	Regular Price – Daily	Total
10' x 10' Booth		\$22.75	\$32.50	
10' x 20' Booth		\$45.50	\$65.00	
10' x 30' Booth		\$68.25	\$97.50	
20' x 20' Booth		\$68.25	\$97.50	

## Calculation

Daily Cleaning Charge = Number of Days x Daily Price      Total

\_\_\_\_\_ = \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_







# Exhibitor Appointed Form

## Notification of intent to use an Exhibitor Appointed Contractor

Service Contractors other than the Official Service Contractor designated by Show Management, must complete the following form and forward it two weeks prior to move-in: [exhibitorservices@robinsonshowservices.ca](mailto:exhibitorservices@robinsonshowservices.ca) or fax to 905-417-2244.

**DUE DATE: JUNE 22<sup>ND</sup> 2015**

14<sup>th</sup> International Congress of Neuromuscular Diseases

Company Name: \_\_\_\_\_

Exhibit Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

Exhibit Appointed Contractors **must** forward a copy of their **General Liability Insurance Certificate (minimum coverage of two million dollars)** to Robinson Show Services no later than 10 days prior to the first day of exhibitor move-in, or they will not be permitted to service your exhibit. This document **must** include the following: Name of venue; Show Management and Robinson Show Services.

A **Safety Clearance Certificate must** also be submitted. Companies based in Ontario are required to submit a **WSIB Certificate** and companies operating in Quebec, will be required to provide a **CSST Certificate**. For organizations operating outside of these areas, please contact Robinson Show Services for information about the appropriate certificate required.

It is the responsibility of the exhibitor to ensure that representatives of the Exhibitor Appointed Contractor abide by the official rules and regulations for this event.

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Booth #

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



# Lead Retrieval Scanner Order Form

Name of Show: International Congress on Neuromuscular Diseases

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

**A CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH  
THIS ORDER.**

Take advantage of our discount price (30%) by ordering before the deadline date – **June 15, 2016**

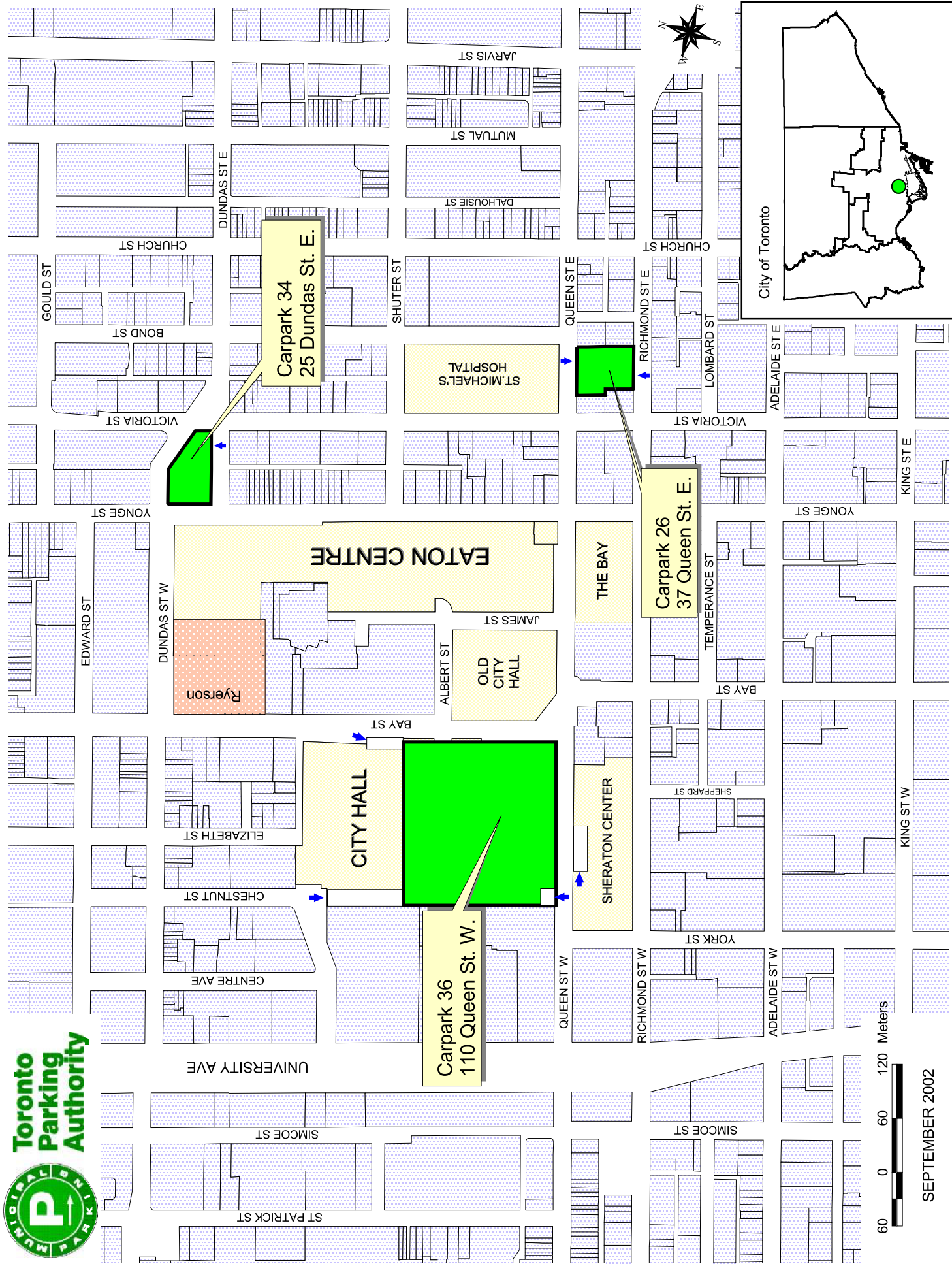
Quantity	Description	Discounted Price	Regular Price	Total
	<b>The Black and Yellow</b> - Handheld mobile scanner that provides exhibitors with the freedom to move around their exhibit to scan attendee's badges.	<b>\$240.00</b>	<b>\$312.00</b>	
	<b>The Mini</b> - The smallest lightest badge scanner. With one button operation simply push and scan the badge.	<b>\$189.00</b>	<b>\$245.70</b>	



**The Black and Yellow** - Handheld mobile scanner that provides exhibitors with the freedom to move around their exhibit to scan attendee's badges. It comes with (10) standard attendee qualifiers. It has a B&W LCD display to view scanned info. No electrical required in your booth, battery will last the duration of the conference. Includes the feature for quickly and randomly drawing contest winners from attendees that you have scanned at your booth.



**The Mini** - The smallest lightest badge scanner. With one button operation simply push and scan the badge. Custom lead qualifiers can be added via a scan sheet. Simply scan the badge then the qualifier barcodes you want and that's it. A fast, convenient lead retrieval solution. No electrical required in your booth, battery will last the duration of the conference.





**ICNMD 2016**

## 14th International Congress on Neuromuscular Diseases

July 5-9, 2016 Toronto, Canada

### Event Name

ICNMD 2016 – 14<sup>th</sup> International Congress on Neuromuscular Diseases

### Venue

Sheraton Centre Toronto Hotel

### Exhibition Space

Sheraton Hall

### Event Date

July 5 – 9 2016

Dear Exhibitor,

PSAV is proud to be the exclusive provider of Power Distribution, Internet / Telecom services and the preferred supplier for Audio Visual services at the Sheraton Centre Toronto Hotel. We would like to take this opportunity to welcome you to the Sheraton Centre Toronto Hotel for the upcoming ICNMD 2016 – 14<sup>th</sup> International Congress on Neuromuscular Diseases event.

**Should you require Electrical, Internet/Telecom and/or Audio Visual equipment for your booth, please place an order using our online store by visiting the link below:**

**PLEASE [CLICK HERE](#) TO BEGIN YOUR ORDER**

(or see the attached How-To Guide for instructions)

If you have any questions at all please feel free to contact us at 416-304-1354 or [sctsales@psav.com](mailto:sctsales@psav.com)

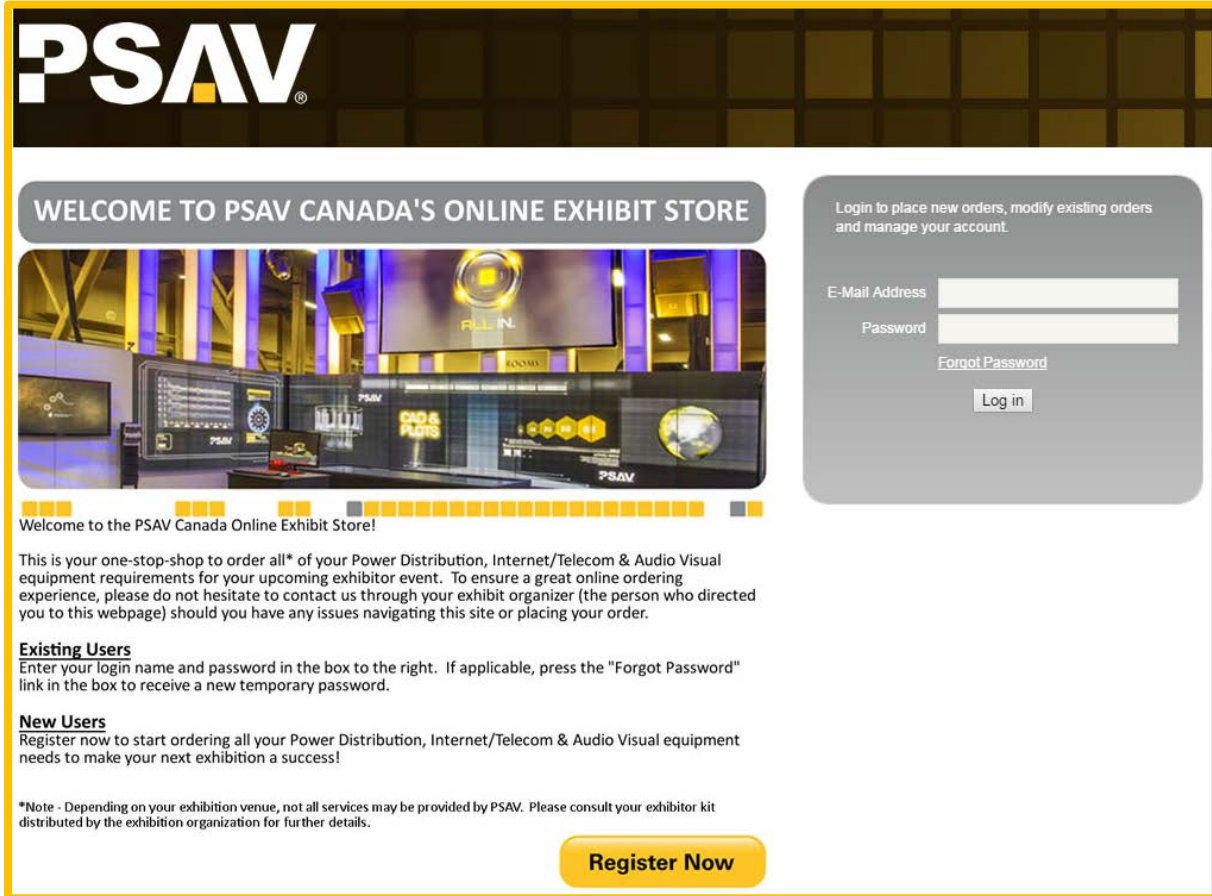
Sincerely,

PSAV Sheraton Centre Toronto Team



# PSAV CANADA'S ONLINE EXHIBIT STORE

## A How-To Guide To Registration



The screenshot shows the PSAV Canada Online Exhibit Store homepage. At the top is the PSAV logo. Below it is a banner that says 'WELCOME TO PSAV CANADA'S ONLINE EXHIBIT STORE'. To the left of the login area is a photo of an exhibition booth with various displays and equipment. To the right is a login box with the text 'Login to place new orders, modify existing orders and manage your account.' It contains input fields for 'E-Mail Address' and 'Password', a 'Forgot Password' link, and a 'Log in' button. Below the banner, there is a welcome message and a paragraph explaining the store's purpose. There are also sections for 'Existing Users' and 'New Users' with instructions on how to register or log in. A 'Register Now' button is located at the bottom right of the main content area.

**WELCOME TO PSAV CANADA'S ONLINE EXHIBIT STORE**

Login to place new orders, modify existing orders and manage your account.

E-Mail Address

Password

[Forgot Password](#)

Welcome to the PSAV Canada Online Exhibit Store!

This is your one-stop-shop to order all\* of your Power Distribution, Internet/Telecom & Audio Visual equipment requirements for your upcoming exhibitor event. To ensure a great online ordering experience, please do not hesitate to contact us through your exhibit organizer (the person who directed you to this webpage) should you have any issues navigating this site or placing your order.

**Existing Users**  
Enter your login name and password in the box to the right. If applicable, press the "Forgot Password" link in the box to receive a new temporary password.

**New Users**  
Register now to start ordering all your Power Distribution, Internet/Telecom & Audio Visual equipment needs to make your next exhibition a success!

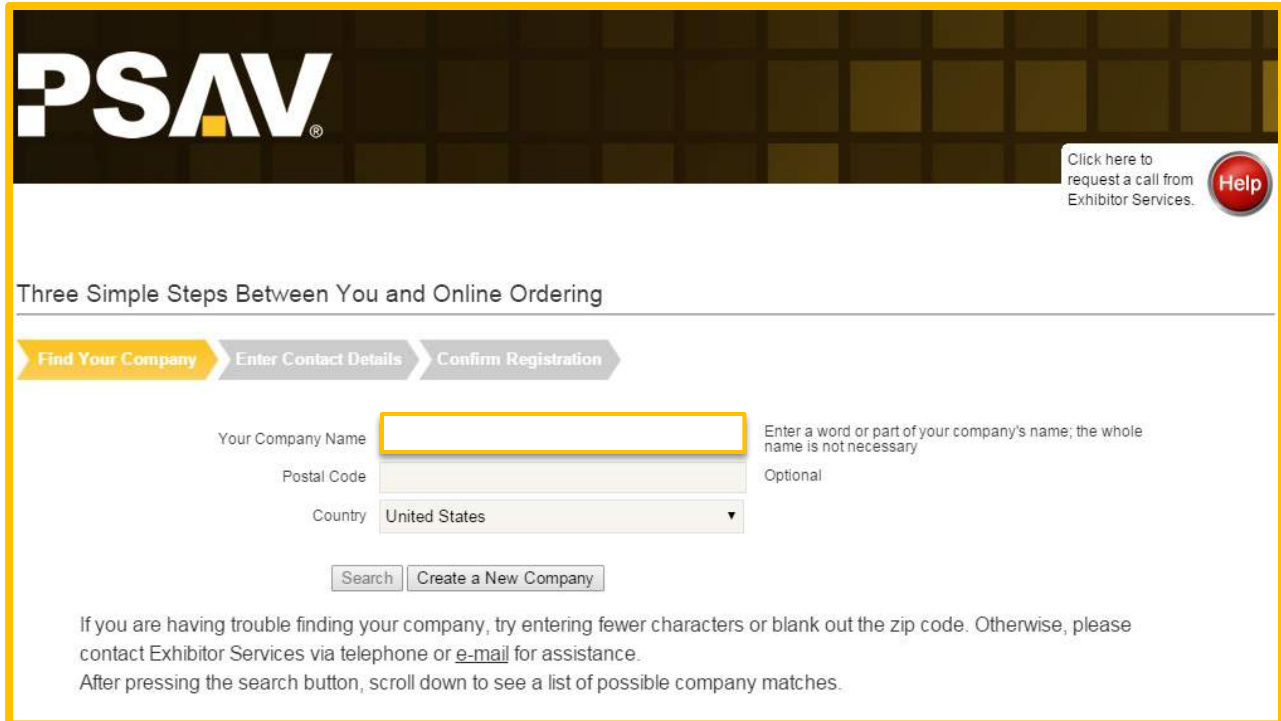
\*Note - Depending on your exhibition venue, not all services may be provided by PSAV. Please consult your exhibitor kit distributed by the exhibition organization for further details.

[Click here to go to registration](#)

- All **NEW** users must register first
- **Existing users** may proceed to the login credential area. Please input your credentials and search for the event you are exhibiting at.

## 3 Simple Steps Between You and Online Ordering

1. **Find your company** (someone from your organization may have already input your company's information).



The screenshot shows the PSAV website's registration process. At the top, the PSAV logo is on the left, and a 'Help' button with a red circular icon is on the right. Below the header, the title 'Three Simple Steps Between You and Online Ordering' is displayed. A progress bar shows three steps: 'Find Your Company' (highlighted in orange), 'Enter Contact Details', and 'Confirm Registration'. The 'Find Your Company' section contains a form with the following fields: 'Your Company Name' (a text input field with a placeholder 'Enter a word or part of your company's name; the whole name is not necessary'), 'Postal Code' (a text input field with a placeholder 'Optional'), and 'Country' (a dropdown menu currently set to 'United States'). Below these fields are two buttons: 'Search' and 'Create a New Company'. A note at the bottom of the form states: 'If you are having trouble finding your company, try entering fewer characters or blank out the zip code. Otherwise, please contact Exhibitor Services via telephone or e-mail for assistance. After pressing the search button, scroll down to see a list of possible company matches.'

2. **If you find your company skip to Step 3. If you do not see your company please continue:**

- Enter the **company** you are employed at and their information.
- If you are a third party vendor, please enter **your** company's information and not the company you are representing for the event. You will add that information at the ordering level.
- Click **next**
- Enter **your contact** information
- If you are a **third party vendor**, please enter **your contact information** and not the person/people you are representing for the event. You will add that information at the ordering level.
- Click **register** and you are all done!



## 3 Simple Steps Between You and Online Ordering

### 3. Select your company

- Click **next**
- Enter **your contact information**
- If you are a **third party vendor**, please enter **your contact information** and not the person/people you are representing for the event. You will add that information at the ordering level.
- Click **register** and you are all done!

**You will receive an email (to the address you provided) with a username and temporary password**

## How-To Start Your Order

- Login to the [PSAV Canada Online Exhibit Store](#)
- Search for the event you are exhibiting at
- Begin shopping!







**ICNMD 2016**

# 14<sup>th</sup> International Congress on Neuromuscular Diseases

**July 5 – 9, 2016**



**Sheraton Centre Toronto Hotel**

**OFFICIAL SUPPLIER**

***NORTH AMERICAN  
LOGISTICS SERVICES INC.***

## **EXHIBIT TRANSPORTATION & CUSTOMS BROKERAGE SERVICES**

### **FREIGHT SERVICES OUTSIDE OF THE GREATER TORONTO AREA**

In order to facilitate the most efficient and cost effective service possible, the **World Federation of Neurology** has appointed **North American Logistics Services, Inc. (NALSI)** as the **OFFICIAL EXHIBIT TRANSPORTATION CARRIER** for the **14<sup>th</sup> International Congress on Neuromuscular Diseases (ICNMD 2016)** taking place at the **Sheraton Centre Toronto Hotel** over the dates of **July 5-9, 2016**. It is not compulsory to use NALSI, but it is recommended as NALSI will be available on-site at the Sheraton and this service will also facilitate only one invoice for both your transportation and customs clearance requirements.

Complete the enclosed **Order Form** and send to NALSI (Attention: Chris Morrison, E-mail: [cmorrison@nalsi.com](mailto:cmorrison@nalsi.com), or Fax: 905-951-9613). Please contact NALSI as soon as possible to schedule the pick-up of your materials.

### **CUSTOMS BROKERAGE SERVICES**

The service of a customs brokerage firm is strongly recommended by the **World Federation of Neurology** for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all. The **World Federation of Neurology** has appointed **North American Logistics Services, Inc. (NALSI)** as the **OFFICIAL CUSTOMS BROKER** for the **14<sup>th</sup> International Congress on Neuromuscular Diseases (ICNMD 2016)** taking place at the **Sheraton Centre Toronto Hotel** over the dates of **July 5-9, 2016**. NALSI staff will be on-site to assist exhibitors with their entry/import and return/export of goods.

The **World Federation of Neurology** and **NALSI** have officially registered the 2016 congress with the **Canada Border Services Agency (CBSA) International Events & Convention Services Program (IECSP)** so special duty & tax free importation privileges and the unique **"Border-to-Show"** service have been granted for the show.



**NALSI is the authorized broker** to customs clear all exhibit and display materials into Canada on a temporary basis right in the exhibit hall at the Sheraton, and NALSI's professionally licensed customs brokers will be available on-site in the exhibit hall to assist exhibitors with their entry/import and return/export of goods from move-in until move-out.

NALSI will post the required bonds and securities with Canada Customs; clear your materials through Canadian Customs; after the show prepare export documentation and bills of lading; and arrange U.S. customs clearance for return ground/air freight. If you are shipping from the U.S. please find attached U.S. CBP Form 4455 Certificate of Registration. Be sure to mark the following in the body of your Air Waybill or Bill of Lading: "U.S. Certificate of Registration Form 4455 attached. Goods MUST be presented for examination by U.S. Customs prior to export from the U.S.A. and certified copies must be given to NALSI at event site." Prior to shipping, the enclosed **Order Form** and **Canada Customs Invoice** must be completed and sent to NALSI (Attention: Chris Morrison, E-mail: [cmorrison@nalsi.com](mailto:cmorrison@nalsi.com), or Fax: 905-951-9613). Three copies must accompany the shipment.

Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

### **Private Vehicles (PV)**

With the introduction of AECI (Advance Electronic Cargo Information) on the U.S. side of the border, PAPS (Pre-Arrival Processing System) has become mandatory for most highway shipments entering the U.S. This program requires that all carriers/PV with commercial goods must fax shipment information to the Customs Broker at least 3 hours prior to their arrival at the border. The Customs Broker must then submit the shipment information, in the proper format, to U.S. Customs at least 1 hour prior to the carrier/PV arrival. Carriers who fail to meet AECI / PAPS requirements are subject to penalties. **Carrier/PV penalties are set at \$5,000.00 USD for the first infraction, and \$10,000.00 USD for each infraction thereafter.** If you plan to drive to the show with your goods, please contact NALSI at once for further instructions.

Please contact NALSI as soon as possible to arrange p/u of your materials and to ensure your transportation requirements are fulfilled and if you are shipping from outside Canada your customs documentation is completed in compliance with the Canada Border Services Agency's rules and regulations.

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**If you have a question or to receive a quote please contact:**

**Chris Morrison**  
**Telephone:**  
**E-mail:**

**Director of Account Management**  
**905-951-5493**  
**[cmorrison@nalsi.com](mailto:cmorrison@nalsi.com)**

Quote ID# \_\_\_\_\_

FB# \_\_\_\_\_

## ORDER FORM: Customs Brokerage & Transportation Services

We wish to use North American Logistics Services for: (Please check one)

☐ Customs Clearance & Transportation ☐ Customs Clearance Only ☐ Transportation Only ☐ Advance Warehousing

### Section 1 - Exhibitor and Event Information

|                 |                                     |              |                          |
|-----------------|-------------------------------------|--------------|--------------------------|
| Pick Up Address | ***Company name or facility name*** |              |                          |
|                 | Location Name:                      | Pickup Date: | Time:                    |
|                 | Address:                            | City:        | Prov./State: Postal/Zip: |
|                 | Contact:                            | Phone #:     | Email: US Tax #/EIN:     |
|                 | Exhibitor Name:                     | Event Name:  | Event Date(s): Booth #:  |

|                  |                                     |                |                          |
|------------------|-------------------------------------|----------------|--------------------------|
| Delivery Address | ***Company name or facility name*** |                |                          |
|                  | Location Name:                      | Delivery Date: | Time:                    |
|                  | Address:                            | City:          | Prov./State: Postal/Zip: |
|                  | Contact:                            | Phone #:       | Email: US Tax #/EIN:     |
|                  | Exhibitor Name:                     | Event Name:    | Event Date(s): Booth #:  |

☐ Return freight same as pickup address If same, only complete pickup date/time information ☐ Return services not required

|                |                                     |              |                          |
|----------------|-------------------------------------|--------------|--------------------------|
| Return Freight | ***Company name or facility name*** |              |                          |
|                | Location Name:                      | Pickup Date: | Time:                    |
|                | Address:                            | City:        | Prov./State: Postal/Zip: |
|                | Contact:                            | Phone #:     | Email: US Tax #/EIN:     |
|                | Exhibitor Name:                     | Event Name:  | Event Date(s): Booth #:  |

### Section 2 - Carrier/ Shipment Information

| Name of carrier providing transportation services <input type="checkbox"/> NALSI <input type="checkbox"/> Other                                                                                                                                                                                                          |                     |   |   |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---|---|--------------|
| Number of Pieces                                                                                                                                                                                                                                                                                                         | Dimensions (inches) |   |   | Weight (LBS) |
| Carton/Boxes                                                                                                                                                                                                                                                                                                             | L                   | W | H |              |
| Crates/Fiber Case                                                                                                                                                                                                                                                                                                        | L                   | W | H |              |
| Skid/Pallet                                                                                                                                                                                                                                                                                                              | L                   | W | H |              |
| Carpet/Other                                                                                                                                                                                                                                                                                                             | L                   | W | H |              |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                             |                     |   |   |              |
| Additional Services: <input type="checkbox"/> Lift Gate <input type="checkbox"/> Inside Pick Up/Delivery                                                                                                                                                                                                                 |                     |   |   |              |
| 53ft trailer accessible? Pickup: <input type="checkbox"/> Yes <input type="checkbox"/> No Delivery: <input type="checkbox"/> Yes <input type="checkbox"/> No Loading dock available? Pickup: <input type="checkbox"/> Yes <input type="checkbox"/> No Delivery: <input type="checkbox"/> Yes <input type="checkbox"/> No |                     |   |   |              |
| Do you require additional Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Declared Value: <small>***for insurance purposes only***</small>                                                                                                                                                           |                     |   |   |              |
| Cargo Insurance (only to be completed when using NALSI Transportation) **Please note additional fee's will apply for insurance coverage**                                                                                                                                                                                |                     |   |   |              |

### Section 3 - Terms of Payment and Security Deposit (Must be completed)

|               |                          |                        |
|---------------|--------------------------|------------------------|
| Send Bill To: | Company Name:            | Address:               |
|               | Address:                 | Email: City:           |
|               | Prov./State: Postal/Zip: | Contact Name: Phone #: |

Invoices are processed electronically and transmitted to email provided.

|                                                                                                                                                                                                                                                                                                                                                   |                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Charge to:                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express |
| Cardholder Name:                                                                                                                                                                                                                                                                                                                                  | Card Account #: Expiry Date: CVC #:                                                                         |
| Cardholder's Signature:                                                                                                                                                                                                                                                                                                                           | Email: I hereby authorize the use of this credit card for payment of services related to this order form.   |
| <input type="checkbox"/> OPTION #1 Process payment automatically on credit card provided. A 5%administration fee will be added to invoices paid by credit card.                                                                                                                                                                                   |                                                                                                             |
| <input type="checkbox"/> OPTION #2 Payment will follow within 15 days of invoice processing date. (Credit card provided may be charged if payment is not received within 45 days of invoice date). North American Logistics may require payment prior to delivery of goods. A 5%administration fee will be added to invoices paid by credit card. |                                                                                                             |

Please complete, print, sign and return completed forms to

Toronto/Head Office  
Tel: 905.951.1612

Montreal/Eastern Region  
Tel: 514.868.6650

Calgary/Prairie Region  
Tel: 855.328.2841

Vancouver/Western Region  
Tel: 778.328.2841



CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES

Page of/de

|                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                 |                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 1 Vendor (Name and Address) /Vendeur (Nom et Adresse)                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                       | 2 Date of Direct Shipment to Canada<br>Date d'expédition directe vers le Canada                                                                                                                                                                       |                                                                                                                                                                                                 |                                         |
|                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                       | 3 Other References (Include Purchaser's Order No.)<br>Autres références (inclure le no de commande de l'acheteur)                                                                                                                                     |                                                                                                                                                                                                 |                                         |
| 4 Consignee (Name and Address) /Destinataire (Nom et Adresse)                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                       | 5 Purchaser's Name and Address (if other than Consignee)<br>Nom et Adresse de l'acheteur (s'il diffère du destinataire)<br><br>No sale involved                                                                                                       |                                                                                                                                                                                                 |                                         |
|                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                       | 6 Country of Transhipment / Pays de transbordement<br><br>N/A                                                                                                                                                                                         |                                                                                                                                                                                                 |                                         |
|                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                       | 7 Country of Origin of Goods<br>Pays d'origine des marchandises                                                                                                                                                                                       | If shipment includes goods of different origins, enter origins against items in field 12.<br>Si l'expédition comprend des marchandises d'origines différentes, en préciser la provenance en 12. |                                         |
| VII. 1 Is this a related company transaction?<br>Est-ce que les compagnies sont liées entre elles?<br><br>YES <input type="checkbox"/> OUI NO <input checked="" type="checkbox"/> NON                                                                                                   |                                                                                                                                                                                                                                                                       | 9 Condition of Sales and Terms of Payment<br>(i.e. Sale, Consignment Shipment, Leased Goods, etc.)<br>Conditions de vente et modalités de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.)<br><br>No sale involved |                                                                                                                                                                                                 |                                         |
| 8 Transportation: Give Mode and Place of Direct Shipment to Canada<br>Transport: Préciser mode et lieu d'expédition directe vers le Canada                                                                                                                                              |                                                                                                                                                                                                                                                                       | 10 Currency of Settlement / Devises du paiement                                                                                                                                                                                                       |                                                                                                                                                                                                 |                                         |
| 11 No. of Pkgs.<br>Nbre. De Coils                                                                                                                                                                                                                                                       | 12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics i.e. Grade Quality)<br>Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques. P. Ex. Classe, qualité) | 13 Quantity<br>(State Unit)<br>Quantité<br>(Préciser l'unité)                                                                                                                                                                                         | Replacement Value<br>Valeur de Remplacement                                                                                                                                                     |                                         |
|                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                       | 14 Unit Price<br>Prix Unitaire                                                                                                                                                                  | 15 Total                                |
|                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                 |                                         |
| XI.1 Total Number of Pieces / Nombre total de pièces                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                 |                                         |
| 18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box<br>Si les renseignements des zones 1 à 17 figurent sur la facture commerciale cocher cette case<br><br>Commercial Invoice No. / No. De la facture commerciale _____ <input type="checkbox"/> |                                                                                                                                                                                                                                                                       | 16 Total Weight / Poids total                                                                                                                                                                                                                         |                                                                                                                                                                                                 | 17 Invoice Total<br>Total de la facture |
|                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                       | Net<br>N/A                                                                                                                                                                                                                                            | Gross / Brut                                                                                                                                                                                    |                                         |
| 19 Exporter's Name and Address (if other than Vendor)<br>Nom et adresse de l'exportateur (s'il diffère du vendeur)<br><br>Name:<br><br>Tel:<br><br>Fax:                                                                                                                                 |                                                                                                                                                                                                                                                                       | 20 Originator (Name and Address)<br>Expéditeur d'origine (Nom et adresse)<br><br>Name:<br><br>Tel:<br><br>Fax:                                                                                                                                        |                                                                                                                                                                                                 |                                         |
| 21 Departmental Ruling (if applicable)<br>Décision ministérielle (s'il y a lieu) N/A                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                       | 22 If fields 23 to 25 are not applicable, check this box<br>Si les zones 23 à 25 sont sans objet, cocher cette case <input checked="" type="checkbox"/>                                                                                               |                                                                                                                                                                                                 |                                         |
| 23                                                                                                                                                                                                                                                                                      | 24                                                                                                                                                                                                                                                                    | 25                                                                                                                                                                                                                                                    |                                                                                                                                                                                                 |                                         |

(NOTE: Number of copies to be submitted varies with type of transaction.  
Inquire at Port Director's office as to number of copies required.)

VIA (Carrier)

|                    |  |
|--------------------|--|
| B/L or INSURED NO. |  |
|--------------------|--|

|      |
|------|
| DATE |
|------|

NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable)

ARTICLES EXPORTED FOR:

☐ ALTERATION\*

☐ REPAIR\*

☐ USE ABROAD

☐ REPLACEMENT

☐ PROCESSING\*

☐ OTHER, (*specify*)

**\* NOTE:** The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.

## LIST ARTICLES EXPORTED

Number Packages

Kind of Packages

Description

SIGNATURE OF OWNER OR AGENT *(Print or Type and Sign)*

DATE

The Above-Described Articles Were:

EXAMINED

LADEN under my supervision

DATE \_\_\_\_\_

PORT

DATE

PORT

SIGNATURE OF CBP OFFICER

SIGNATURE OF CBP OFFICER

**CERTIFICATE ON RETURN**

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

SIGNATURE OF IMPORTER *(Print or Type and Sign)*

|      |
|------|
| DATE |
|------|

**NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.**

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 3 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.



**Canada Border Services Agency**

International Events and Convention Services Program  
Trade Operations Division  
1980 Matheson Boulevard East  
Mississauga, Ontario  
L5A 3A4

January 15, 2016

File#SOR\_2016\_08533

**World Federation of Neurology**

Chester House Fulham Green  
81-83 Fulham High Street  
London SW6 3JA  
United Kingdom

Attention: Ms. Carine Vindeirinho, Senior Manager, Sponsorship & Exhibit Sales

Dear Ms. Vindeirinho,

In response to your correspondence dated December 2<sup>nd</sup>, 2015, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**14<sup>th</sup> International Congress on Neuromuscular Diseases (ICNMD 2016)**

July 5<sup>th</sup> – 9<sup>th</sup>, 2016

Sheraton Centre Toronto Hotel  
Toronto, Ontario

The provisions of Tariff Item **9993.00.00.00** has been extended to you.

It should be noted that, exhibitors may import goods (i.e. brochures, demo materials, equipment, etc.) temporarily as outlined in the provisions of tariff classification 9993.00.00.00 duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

The provisions of Tariff Item **9830.00.00.00** (Foreign Organization Remission Order) has also been extended to you; please contact the Canada Revenue Agency (CRA) to request a ruling or opinion as to whether or not the temporarily imported goods are also non-taxable for the purposes of the Goods and Services Tax/Harmonized Sales Tax (GST/HST) at 1-613-952-8810 or visit [www.cra-arc.gc.ca/tx/nrrsdnts/menu-eng.html](http://www.cra-arc.gc.ca/tx/nrrsdnts/menu-eng.html). Furthermore, your event must not be open to the Canadian public at large. Giveaways should not exceed twenty-five dollars (\$25.00) Canadian per item. At the conclusion of your event, all remaining goods must be exported from Canada or be duty and tax paid.

Under certain circumstances, the CBSA will require a security deposit on goods temporarily imported to Canada. These goods are normally documented on the Temporary Admission Permit (Form E29B).

At the time of exportation, goods granted temporary admission on a Form E29B or Carnet must be presented along with importer's/owner's copies of the appropriate documentation to CBSA for verification and certification. This presentation may occur at a CBSA office inland or at the port of export, depending on the circumstances involved and is necessary for you to receive a refund of any securities posted. Please note that the refund is not immediate.

It has been noted that you have designated **North American Logistics Service Inc.** as the official customs broker to effect customs clearance of goods destined for your event.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>.

If you have attendees from visa-requiring countries (<http://www.cic.gc.ca/english/visit/visas.asp>), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at [special.events@cic.gc.ca](mailto:special.events@cic.gc.ca) with the specifics of your event. They will assess the visa requirements of your event.

Foreign nationals may engage in exhibiting, selling or displaying goods without a work permit provided they are not selling to the general public. Direct sales to the general public require a work permit. For more information please visit: <http://www.cic.gc.ca/english/work/index.asp>.

To facilitate border procedures it is recommended that any foreign national destined for your event be provided with a copy of this letter for presentation to the Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,



Mau'veen Dayrell-Johnson  
Regional Coordinator  
International Events and Convention Services Program  
Tel: 905-803-5261  
Fax: 905-803-5353  
Email: [mauveen.dayrell-johnson@cbsa-asfc.gc.ca](mailto:mauveen.dayrell-johnson@cbsa-asfc.gc.ca)

cc: North American Logistics Services Inc., attention: Remy Perrot

*The information you provide in this document is collected under the authority of Section 107(9) of the Customs Act for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the Privacy Act – Section 12. The information collected is described under the International Events Personal Information Bank CBSA PPU 040 which is detailed at [www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html)*